

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121
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*Fort Knox Pam 550-600

Foreign Countries and Nationals

GUIDE FOR INTERNATIONAL MILITARY STUDENTS

Applicability. This pamphlet is applicable to all major activities, staff offices, directorates, departments, and Fort Knox Partners in Excellence, this headquarters.

Suggested improvements. The proponent of this pamphlet is the International Military Student Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATSB-IM, Fort Knox, Kentucky 40121.

TABLE OF CONTENTS

	<u>Para</u>	<u>Page</u>
CHAPTER 1. ADMINISTRATION BEFORE ARRIVAL AT U.S. ARMY ARMOR CENTER		
Correspondence with the U.S. Army Armor Center	1-1	1-1
Personal Baggage	1-2	1-1
Invitational Travel Orders	1-3	1-1
Notification of Arrival	1-4	1-2
Military Uniform Requirements	1-5	1-2
CHAPTER 2. ARRIVAL AT THE U.S. ARMY ARMOR CENTER		
Hours of Arrival	2-1	2-1
Arrival by Automobile	2-2	2-1
Arrival by Air	2-3	2-1
Contact with IMSO	2-4	2-1
CHAPTER 3. BILLETING AND MESSING.		
Billeting	3-1	3-1
Messing (Eating)	3-2	3-2

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CHAPTER 4. IMS ADMINISTRATION

Class Organization	4-1	4-1
Class Attendance	4-2	4-1
Leaves of Absence and Passes	4-3	4-2
Classroom Conduct	4-4	4-2
Honor Code	4-5	4-3
Academic Reports	4-6	4-3
Academic Sponsors	4-7	4-3
Military Uniforms	4-8	4-3
Personal Appearance	4-9	4-3
Name Tags	4-10	4-4
Mail Distribution	4-11	4-4
Finance	4-12	4-4
School Holidays	4-13	4-4
Retention of Texts	4-14	4-5
Modifications to Training	4-15	4-5
Graduation	4-16	4-5
Foreign Student Crest	4-17	4-5
Clearance from Fort Knox	4-18	4-5
Departure	4-19	4-5

CHAPTER 5. INFORMATION PROGRAM

General Information	5-1	5-1
General Topics	5-2	5-1
IP Costs	5-3	5-1
IP Reservations	5-4	5-1

CHAPTER 6. GENERAL INFORMATION

Automobiles	6-1	6-1
Drivers' Licenses	6-2	6-2
Medical and Dental Care	6-3	6-2
Laundry and Dry Cleaning Service	6-4	6-4
Communications	6-5	6-4
Promotion	6-6	6-5
Leader's Club	6-7	6-5
IMS Student Sponsors	6-8	6-5
Civilian Clothes	6-9	6-5
Transportation Services	6-10	6-5
Legal Matters	6-11	6-5

Living Expenses	6-12	6-7
Incidents of Racial, Ethnic, or National Discrimination	6-13	6-8
Climate	6-14	6-8
Severe Weather	6-15	6-9

CHAPTER 7. EFFECTIVE STUDY METHODS.

Need for Study	7-1	7-1
Study (Homework) Assignments	7-2	7-1
Suggestions for Efficient Study	7-3	7-3
S-ARMOR Method of Study	7-4	7-4
Notetaking Suggestions	7-5	7-5
Purpose of and How to Pass Examinations	7-6	7-8
Examinations for IMS	7-7	7-9
Classified Instruction	7-8	7-10

CHAPTER 8. CUSTOMS AND COURTESIES

Introduction	8-1	8-1
Military Courtesy	8-2	8-1
Saluting	8-3	8-1
Retreat Ceremonies	8-4	8-1
National Anthem	8-5	8-2
Official Receptions	8-6	8-2
Military Uniforms for Social Events	8-7	8-2
Informal Social Activities	8-8	8-3
Invitations	8-9	8-3

APPENDIX A	ACADEMIC REPORT: IMS ATTENDING CONUS SERVICE SCHOOLS	A-1
APPENDIX B	IN CLASS SPONSOR GUIDE	B-1
APPENDIX C	GUIDELINES FOR WEARING OF UNIFORMS BY INTERNATIONAL MILITARY STUDENTS (IMS)	C-1
APPENDIX D	FORT KNOX MAP WITH IMPORTANT PHONE NUMBERS	D-1
APPENDIX E	IMS CLEARANCE INSTRUCTIONS	E-1

CHAPTER 1

ADMINISTRATION BEFORE ARRIVAL AT U.S. ARMY ARMOR CENTER

1-1. CORRESPONDENCE WITH THE U.S. ARMY ARMOR CENTER. Students, notified of their selection to attend school at the U.S. Army Armor Center (USAARMC), are encouraged to write, giving personal details (family members to accompany, estimated arrival dates, etc.), to:

Commandant
U.S. Army Armor School
ATTN: International Military Student Office
Fort Knox, Kentucky 40121-5235
USA

Any personal questions may also be asked at that time and the International Military Student Office will attempt to provide the requested information.

1-2. PERSONAL BAGGAGE. Personal baggage being sent ahead should be addressed to the student as follows:

Student's rank, name
International Military Student Office (IMSO)
Fort Knox, Kentucky 40121-5235
USA

All baggage should be marked "HOLD FOR ARRIVAL" and indicate the first course to which the student will attend at Fort Knox. Students are urged to check the length of time required for shipment from their country and to plan accordingly.

1-3. INVITATIONAL TRAVEL ORDERS. It is important that all international military students keep at least 10 copies of their Invitational Travel Orders and all changes, amendments, or endorsements that may be written about the individual student. These orders must be turned in to the IMSO on the international student's arrival at Fort Knox. International Military Education and Training (IMET) Students receiving travel and living allowance should also keep all receipts for money spent by them on such things as hotels, meals, and taxis while traveling. These should be turned in at the same time as the Invitational Travel Order.

1-4. NOTIFICATION OF ARRIVAL. Upon arrival in the United States, International Military Students should contact the closest United States military installation and request that the United States Organization (USO) or Protocol Office notify the IMSO, USAARMC, of their arrival and onward travel arrangements. Specific information needed is date, time of arrival (see para 2-1), airline flight number in Louisville, Kentucky, and number of people in the group. Invitational Travel Orders contain specific instructions on notification of arrival and contact with U.S. military offices which offer assistance. These offices must be contacted. Failure to do this will mean the IMSO is unprepared and the student will suffer inconvenience and additional expense.

1-5. MILITARY UNIFORM REQUIREMENTS. International Military Students should bring their dress uniform and at least three sets of work uniforms. International Military Students are required to wear the rank of their country, even on U.S. uniforms issued at Fort Knox.

CHAPTER 2

ARRIVAL AT THE U.S. ARMY ARMOR CENTER

2-1. HOURS OF ARRIVAL. Students should plan their travel so as to arrive in Louisville, Kentucky, or at Fort Knox between 0800 and 1600, Monday through Friday, excluding official holidays. Students arriving at times other than these should be prepared to spend one or more evenings at a motel in Louisville.

2-2. ARRIVAL BY AUTOMOBILE. Fort Knox is located approximately 30 miles south of Louisville, Kentucky, on United States Highway 31W. On arrival at Fort Knox, the student should report to the IMSO, Building 2350, if the hours are between 0800 and 1630. If arrival is after these hours or on Saturday, Sunday, or a holiday, the student should report to the Staff Duty Officer, HQ USAARMC, located in Building 1101 (see appendix E).

2-3. ARRIVAL BY AIR. Commercial airline flights to the Fort Knox area arrive in Louisville International Airport, Louisville, Kentucky. If the IMSO, USAARMC, has been notified of the student's arrival, a representative will meet the incoming flight and provide transportation to Fort Knox. If there is no representative on hand, the student should contact the IMSO or the Staff Duty Officer, USAARMC, by telephone for instructions. Students arriving unexpectedly at times other than normal duty hours may be required to remain in Louisville overnight until transportation is available.

2-4. CONTACT WITH IMSO. Location of the IMSO and Staff Duty Officer are shown at appendix E. Phone numbers for the IMSO and Staff Duty Officer are as follows:

International Military Student Office:	Area Code (502) 624-3055 or 624-2938
	Building 2350
	Duty Hours: 0800-1600, Monday through Friday

Headquarters, USAARMC Staff Duty Officer:	Area Code (502) 624-4481/4421
	Nonduty hours

CHAPTER 3

BILLETING AND MESSING

3-1. BILLETING. All billeting arrangements are made in advance by the IMSO.

a. Officer students unaccompanied (without family) are authorized to live in Unaccompanied Post Housing (UPH).

(1) International Military Students do not pay rent for UPH but are required to pay a daily service fee. Charges are based on the applicable daily transient service fee which provides 7 days per week housekeeping service, television, telephone, and fresh bath linen as needed.

(2) Students assigned UPH, whose wives join them later, may remain in UPH with the wife. A student's wife or any guest will be subject to the additional per person rate and must be added to the registration at the billeting office. Children guests are permitted but rigid standards of conduct must be enforced to preserve the environment for unaccompanied personnel, including privacy and quietness conducive to study. Pets are not authorized in UPH.

b. International Military Students accompanied by their families. Students accompanied by their families for a period of 12 weeks or longer at Fort Knox may be authorized on post family housing, if housing is available.

(1) Students must execute a lease agreement and reimburse the Fort Knox housing office for the fair rental value of the quarters. The fair rental value is based on unfurnished quarters; however, some furniture items may be provided by the Government. These items are in very short supply and may not be available at the time needed. Students bringing families should be prepared to bear the cost of establishing a new household and the purchase or rental of major furniture items desired but not available for issue. The fair rental value includes the cost of water, electricity, and gas but does not include telephone, television, TV cable, or maid service.

(2) Bills for family housing are presented each month and must be paid within 10 days. Bills may be paid in person at the Family Housing Office, or by mailing a check or money order payable to "The Treasurer of the United States" to:

Family Housing Office
ATTN: Billeting Accounts
U.S. Army Armor Center
Fort Knox, Kentucky 40121

(3) Residents in family quarters are required to maintain quarters in good condition both inside and out, to include general cleanliness, routine repairs, and lawn care. Failure to maintain quarters in good condition may result in termination of quarters.

(4) Residents in family housing are responsible for the conduct of their family members and pets. Children must be adequately supervised to ensure their health and safety. Pets must not be allowed to become a nuisance to neighbors and must be fenced or chained at all times. Residents in family housing are responsible for all damages by children and/or pets.

c. Enlisted students.

(1) Enlisted students unaccompanied by families will be billeted in UPH.

(2) U.S. Government quarters are available for international enlisted students who are accompanied by families. The same standards apply as in para 3-1b (1).

d. Civilian housing. International Military Students, officer and enlisted, are not required to live in Government quarters or Unaccompanied Post Housing. International Military Students desiring to secure civilian housing at their own expense will be assisted by IMSO to the extent possible. Civilian housing in the Fort Knox area is limited, few are furnished, and the cost is high considering the value returned. Travel distances involved make an automobile necessary for personnel living in civilian housing. Payment of rental bills must be arranged between the student and the property owner. Civilian housing for periods of less than 6 months is extremely difficult to find, other than motel rooms which may be suitable for single students, but not families.

e. Temporary quarters. International Military Students arriving with their families will be billeted in temporary accommodations while arrangements are made for permanent quarters. Students with families must be prepared to pay for at least 3 or 4 days of hotel type accommodations on arrival.

3-2. MESSING (EATING).

a. Enlisted students.

(1) The 16th Cavalry Regiment Dining Facility located on Eisenhower Ave. behind the single soldier barracks is available to all IMS. Meals are served cafeteria style and payment in cash is required for each meal.

(2) Cooking facilities (share or unshared) are available in all adequate UPH.

b. Cafeterias and snack bars, operated by the Post Exchange, are located in many places at Fort Knox where light meals may be purchased.

c. Students with access to cooking facilities may purchase foodstuffs at the Fort Knox Commissary or at civilian food markets, and prepare their own meals. Pots, pans, dishes, and utensils may be obtained through the Army Community Services lending closet. Cooking facilities are not available in unit billets.

d. A pamphlet describing typical American eating habits and food will be provided separately to each International Military Student.

CHAPTER 4

INTERNATIONAL MILITARY STUDENT ADMINISTRATION

4-1. **CLASS ORGANIZATION.** Many International Military Students are assigned to one of the student companies within the 16th Cavalry Regiment or 1st Armor Training Brigade. This assignment is primarily for personnel accounting procedures. The majority of support will come from the IMSO. International Military Students must remember, however, that they have a responsibility to maintain contact with the student company.

a. Students attending officer courses.

(1) During the initial processing, students will be assigned a roster number on their Identification Card. This number serves to identify the student.

(2) The senior U.S. officer in each class and section will be designated as the class/section leader. Instructions to the class and administrative announcements are often made by the class/section leader, and International Military students are expected to comply with these announcements. The class leader also distributes notes and messages to students in the class.

b. Students attending enlisted courses. Each class of enlisted students is assigned a U.S. noncommissioned officer as a class Tactical Noncommissioned Officer (TAC NCO). This individual performs the same functions as the class/section leader in officer classes.

4-2. CLASS ATTENDANCE.

a. International Military Students are expected to attend all classes except those where the security classification does not permit. Some classes may seem to have little connection with the operation of international military forces. The position of the School is that foreign governments and military forces know the content of courses before sending students and expect their student to be exposed to all classes.

b. International Military Students who miss classes for any reason must inform the appropriate class/section leader and the IMSO as soon as possible. The student must complete a Request for Absence from Class, have it signed by the instructor of all classes, and return the request to the class leader. Depending on the number of hours to be missed, the request for absence from class must be approved by the chain of command; i.e., up to 2 hours can be granted by the platoon/class leader, 4 hours by the company commander, 8 hours by the battalion commander, over 8 hours by the Deputy Assistant Commandant. The student is responsible for making up any work missed due to an excused or unexcused absence. The student must arrange with the instructor to take any examination or tests that were missed. Enlisted students must receive permission of the class TAC NCO before any absence from class. Unexcused absences will be reported to appropriate officials, and may result in the student's elimination from training and return to the native country.

c. The notation "Commandant's Time" or "Open Time" on a training schedule indicates that there is no instruction scheduled at that time. This time is, however, subject to late scheduling and makeup work. All students are required to check with class/section leaders and bulletin boards for late changes before assuming they are free.

d. During classes which the security classification does not permit International Military Student attendance, all students may be assigned other classes to attend.

e. All classes at the School begin promptly at the scheduled time. All students are required to be on time. Students arriving late to class must report their arrival to the class/section leader or class TAC NCO. Repeated tardiness will be reported to appropriate officials.

4-3. LEAVES OF ABSENCE AND PASSES.

a. Except in cases of emergency, leaves and passes will not be issued for periods of class instruction.

b. End-of-course leave instructions are normally contained in the student's Invitational Travel Order (ITO). Any student desiring end-of-course leave when none is authorized in the ITO or desiring additional leave must present a letter, in English, from the military attaché or embassy granting such leave and specifying the dates. The letter should be addressed to:

Commandant
U.S. Army Armor School
ATTN: IMSO
Fort Knox, Kentucky 40121
USA

c. Passes for short periods of time, when there is no scheduled instruction, may be granted to students by the IMSO.

4-4. CLASSROOM CONDUCT.

a. The instructor is in charge of the classroom during periods of instruction. When asking questions of the instructor or when answering questions, International Military Students should conform with those procedures prescribed for U.S. students; that is, stand, give grade, name, and speak with enough volume to permit the class to hear what is said.

b. When students are assigned specific classroom seats, International Military Students are expected to occupy the seat designated. However, should the assignment be inconvenient, they may consult with the class/section leader to change the seat. Seating should allow for the In-Class Sponsor to sit next to the sponsored International Military Student.

c. It is the individual responsibility of each student to come to class in the uniform prescribed and bring necessary materials, such as maps, tests, and other equipment specified in the training schedule, on the advance sheet, or by the instructor. Any questions concerning these items should be addressed to the In-Class Sponsor or the class/section leader.

4-5. HONOR CODE. A Code of Honor governs the academic work of all students at the School. Students must do their own work during graded exercises. The use of unauthorized reference material, exchange of information between students during testing, or the claiming of someone else's work as your own are violations of the Honor Code. During examinations/tests, all questions should be referred to the instructor rather than fellow students or the In-Class Sponsor. International military students should not converse in their native language during examinations. A student found violating the Honor Code is subject to dismissal from the School and immediate return to the home country.

4-6. ACADEMIC REPORTS. U.S. Army regulations require the preparation of an "International Student Academic Report" on all International Military Students attending courses at the School. A sample of the report currently used is at appendix A. The report is designed to provide a record of each International Military Student's academic achievements and an account of their participation in classroom, extracurricular, and community activities.

a. The IMSO prepares the reports based on information provided by each International Military Student's academic advisor.

b. Reports are sent, by the IMSO, to the U.S. military authority in the appropriate country. The IMSO cannot release any report to a foreign government or liaison officer. That release can only be made by the U.S. military authority in that country.

4-7. ACADEMIC SPONSORS. Each International Military Student attending Armor Captain's Career Course (ACCC) or Armor Officer Basic Course (AOB) is assigned an In-Class Sponsor. This individual is a U.S. Student who assists in making the adjustment to academic life at the School. International Military Students are urged to ask the In-Class Sponsor for assistance in understanding training schedules, class requirements, and other administrative matters. Academic sponsor responsibilities are detailed at appendix B. International Military Students attending enlisted courses are assigned a course sponsor. The course sponsor is an instructor whose duties are specified in appendix B.

4-8. MILITARY UNIFORMS. The wear of military uniforms, both native country and U.S. is governed by the policy at appendix C.

4-9. PERSONAL APPEARANCE. Every military force expects its officers and enlisted men to conform to high standards of personal appearance.

a. While International Military Students are not required to conform to standards of the U.S. Army for haircuts, beards, moustaches, they are expected to have a neat military appearance at all times.

b. Military uniforms, whether authorized U.S. uniforms or foreign uniforms, are expected to be clean, neat, and in good repair at all times.

c. Headgear must be worn outdoors at all times.

4-10. NAME TAGS. The IMSO will provide plastic name tags to each student. These will indicate the student's name, rank, and country and will be worn with all military uniforms. See appendix D.

4-11. MAIL DISTRIBUTION.

a. As soon as possible, International Military Students should inform their correspondent's of their proper mailing address. Correspondents should be advised to address all letters and packages clearly, in English, using block printing.

b. International Military Students may receive their personal mail either at their family quarters, off-post housing, on-post housing, or at the IMSO Mail Room. Examples of a correctly addressed envelope are:

OFF POST HOUSING

CPT Juan Garcia
102 Basham Apts
Muldraugh, KY 40155
USA

ON POST HOUSING

CPT Juan Garcia
001PI0237
5370-H Brett Dr
Fort Knox, KY 40121
USA

UPH

CPT Juan Garcia
001PI0237
IMSO
Bldg 2350
Fort Knox, KY 40121
USA

The student ID number, assigned by the IMSO, is located on each individual ID card.

c. Outgoing personal mail must have the sender's return address written in the upper left corner of the envelope. Stamps must be purchased at any of the branch offices of the U.S. Post Office Department. Stamped letters may be deposited in any U.S. Post Office Department letter box in the Fort Knox area. Students are urged to mail the first few letters at a branch Post Office until they are certain the amount of postage required.

4-12. FINANCE. International Military Students attending the School under certain provisions of the IMET Program are paid a living allowance. The IMSO maintains all International student finance records and initiates action for these payments on a monthly basis. Students entitled to the living allowance payment can normally expect it during the third week of each month.

4-13. SCHOOL HOLIDAYS. Instruction at the School is suspended on all legal U.S. holidays. In addition, the Armor School normally observes an extended holiday over the Thanksgiving and Christmas/New Year period. International Military Students leaving the local area during these periods must notify the IMSO and complete a DA Form 31 (Request Authority for Leave).

4-14. **RETENTION OF TEXTS.** International Military Students are normally allowed to keep materials issued in class unless required by the instructor to turn material in. Texts and other publications provided by textbook issue may be retained by the student. Requests for issue of other publications cannot be honored. The publications are available to the student through the American Embassy in their native country. Assistance in shipping instructional material will be provided by the IMSO at the end of each student's stay at Fort Knox. Students not desiring to keep their texts at the end of the course should return those texts to the student text issue point or the IMSO.

4-15. **MODIFICATIONS TO TRAINING.** Inquiring about changes or additions may be made at the IMSO; however, requests to change training must be submitted by the students directly through their embassy.

4-16. **GRADUATION.** Graduation from all U.S. Army Armor School courses is informal with the exception of the Armor Captain's Career Course and Armor Officer Basic Courses. All other International Military Students will receive diplomas and certificates from the Course Director or the IMSO after installation clearance has been accomplished. For ACCC students, a formal graduation ceremony is held. Students receive diplomas at the ceremony. The International Military student insignia and certificate are presented during a reception before graduation. An International Military student class picture is also taken. Students receive a copy of this picture.

4-17. **FOREIGN STUDENT CREST.** The U.S. Army Armor School Foreign Student Crest and Certificate will be issued to each International Military Student after graduation from a course of instruction at Fort Knox. Students may wear this crest with any military uniform, subject to the regulations of their armed forces.

4-18. **CLEARANCE FROM FORT KNOX.** In accordance with U.S. Army regulations, all persons are expected to outprocess before departure from Fort Knox. This is expected of both officers and enlisted soldiers. Its purpose is to protect everyone's interest – the Army's, area businesses, and most of all, the individual's. To facilitate outprocessing, a procedure has been established via a form outlining those agencies which must be contacted and with whom accounts must be settled. A copy of this form is attached at appendix E. International Military Students must complete clearance and return the clearance form to the IMSO prior to departure. Diplomas, Foreign Training Crests/Certificates, and Amended Invitational Orders will be presented after completion of outprocessing. If help or further information is required concerning clearance procedures, contact the administration section at the IMSO.

4-19. **DEPARTURE.** The IMSO will make departure arrangement for all International Military students. Departure reservations will be made by the IMSO staff for travel to Louisville International Airport, during normal duty hours if at all possible. Normal duty hours for the IMSO are 0800-1600, Monday through Friday. Students making reservations out of normal duty hours may be required to provide their own transportation to the airport. Detailed information on final clearance, transportation, leave, and other matters will be given approximately 30 to 45 days before each student's departure.

CHAPTER 5

INFORMATION PROGRAM

5-1. GENERAL INFORMATION. During training in the United States, every effort is made to familiarize IMS with a broad spectrum of American people, institutions, ideal, and lifestyles. This is accomplished through the Information Program (IP) at each training installation. Methods of pursuing the IP vary from installation to installation. The Fort Knox IP is conducted by the IMSO as outlined in the following paragraphs.

5-2. GENERAL TOPICS. The IP, as directed in AR 12-15, 28 February 1990, Joint Security Assistance Training (JSAT) Regulation, addresses the following general topics:

- a. The U.S. Government structure.
- b. The judicial system.
- c. The two-party system.
- d. The role of a free press and other communication media.
- e. Minority problems.
- f. The purpose and scope of labor unions.
- g. The U.S. economic system.
- h. The U.S. educational institutions.

5-3. IP COSTS. Although participation in IP activities is voluntary, all students (and in most cases, their families) are encouraged to attend. All IP activities are designed on all expense paid basis for IMS. Family members are required to pay all costs incurred for their participation; however, because the IMSO normally is able to obtain large group discounts, the cost is usually a great deal less than if the student attended these functions alone. Costs for family members are specified during registration for each event.

5-4. IP RESERVATIONS.

- a. When making reservations, IMS will receive notices of upcoming events and tours at least 1 month before that event. A reservation form and class excuse form will be included

with the notice. Students wishing to participate on a tour must first be excused from the class by the instructor and class leader if they will miss class to take the tour. The approved excuse form must accompany the reservation form for every tour. Reservation forms must be completed and turned in to the IMSO at least 1 week before the scheduled event. If family members accompany the student on a trip, the family member cost must be paid when the reservation is turned in.

b. Cancellation of reservations. International Military Students who have made reservations but decide not to attend must notify the IMSO at least 3 days before the event. Students who fail to show for a tour that have not cancelled their reservations will not be permitted to attend the following three tours. Students who have paid for family members to go on the tour and fail to cancel the reservations may lose money paid for the reservation for family.

CHAPTER 6

GENERAL INFORMATION

6-1. AUTOMOBILES.

a. International Military Students must be authorized by their government to purchase and operate an automobile while in the United States. This authorization is normally found in the student's Invitational Travel Order. If this permission is absent, the IMS must present such authority in the form of a letter, in English, from the student's military attache or embassy addressed to:

Commandant
U.S. Army Armor School
ATTN: IMSO
Fort Knox, Kentucky 40121
USA

b. International Military Students will not be permitted to drive automobiles from Fort Knox to another U.S. military installation for additional courses unless such permission is granted by the student's government in the ITO or in a letter similar to that described above.

c. All automobiles on Fort Knox must be properly registered. The IMSO will assist IMS in this registration. The students must have the following in their possession:

(1) A valid civilian driver's permit.

(2) A current certificate of ownership and state registration. (Students operating an automobile owned by someone other than themselves, i.e., an embassy automobile, must have a notarized letter of authority from owner.)

(3) Evidence of adequate liability and property damage insurance. Operating an automobile without proper insurance is a violation of Fort Knox regulations and Kentucky law, and may result in disciplinary action and the loss of driving privileges.

d. International Military Students will become familiar with Kentucky State traffic laws and Fort Knox regulations. All persons are required to know and obey these regulations. Violations will cause the individual to be prosecuted by appropriate courts and, if guilty, subjected to penalties such as fines or the loss of driving privileges. Kentucky States Driver's Handbooks are available at the IMSO. Care and attention should be given to these areas:

(1) Stop signs. The drivers must bring their car to a complete stop before the stop sign, even if there is obviously no other traffic.

(2) Traffic lights. The driver may proceed through a green light without stopping, however, the driver must stop the car for a red light and remain stopped until the light changes to green. Unless signs at the traffic light prohibit, make a right turn during a red light but only after coming to a completed stop and yielding to other traffic.

(3) Speed limits. All speed limits are posted and strictly enforced, both on and off post. Particularly important are the very low speed limits for residential and commercial areas.

(4) Driving while intoxicated or while under the influence of alcohol and other drugs (DWI/DUI). This is regarded as a very serious offense. Any individual receiving a citation from the military or civilian police and found guilty by the court will not be allowed to drive on Fort Knox for a period of 1 year. Any IMS who is cited for DWI/DUI should immediately contact the Chief, IMSO.

6-2. DRIVERS' LICENSES.

a. The United States and several other countries have entered into an agreement to recognize each others civilian drivers' license. There are some countries that have not entered into this agreement and their civilian drivers' licenses are not valid in the United States.

b. Military drivers' permits issued by foreign military forces are not valid to operate civilian automobiles in the United States.

c. International Military Students are urged to obtain an International Driver's License before their departure if they expect to operate an automobile in the United States. International drivers' licenses are valid in the United States no matter which country is the issuing agent.

d. International Military Students without a valid driver's license will be assisted by the IMSO in obtaining a Kentucky driver's license. This could take up to 6 months.

6-3. MEDICAL AND DENTAL CARE.

a. All IMS are eligible for treatment at military medical and dental facilities. Charges are made for the treatment according to the student's category. For students requiring medical care, these procedures should be followed:

(1) In an emergency situation requiring immediate attention, go directly to the Emergency Room, Ireland Army Community Hospital (IACH), Bldg. No. 851, Ireland Avenue.

(2) Other medical appointments should be made through the IMSO.

b. Student categories are:

(1) International Military Students from countries that are members of the North Atlantic Treaty Organization (NATO) receive treatment free of charge. Students are charged the same rate for meals as US personnel for periods of hospitalization.

(2) International Military Students from countries that participate in the IMET program receive treatment free of charge. Officer students are charged the same rate for meals as U.S. personnel for periods of hospitalization. No charge is made to enlisted students.

(3) International Military Students from countries participating in the Foreign Military Sales (FMS) program, except those from NATO countries, will be charged for medical and dental treatment at military facilities. The amount of the charge is determined by appropriate regulations. The cost includes all medication and services required. A separate charge for meals will be made for periods of hospitalization at the same rate as U.S. personnel. Inquiries on charges should be made to the IMSO or Treasurer's Office, IACH.

c. Accompanying family members of IMS are eligible for treatment at military medical and dental facilities. Charges for this treatment are made according to the student's category.

(1) Family members of students from NATO countries receive treatment free of charge. A charge for meals during periods of hospitalization is made at the same rate as for U.S. personnel. Should care in a civilian medical facility become necessary, assistance in payment is available through the Civilian Health Assistance to Military Personnel of the United States (CHAMPUS). Information of this program will be provided on an as needed basis.

(2) Family members of students from IMET countries receive treatment on a space available basis; however, the sponsor is responsible for payment of fees.

(3) Family members of students from FMS countries, except those of NATO, will be charged for medical and dental treatment at military facilities at the same rate as the student. A separate charge for meals during periods of hospitalization will be made at the same rate as for U.S. personnel. Should care in a civilian medical facility become necessary, the total cost is the individual student's responsibility.

d. Charges for meals required during inpatient treatment are the responsibility of the individual and must be paid in full at the time of discharge from the hospital. Charges for medical and dental treatment will be mailed to the student or a designated agent. Bills are due in full within 10 days.

(1) Bills may be paid in person at the Treasurer's Office, IACH, Bldg. No. 851, Ireland Avenue, or by mailing a check or money order payable to "The Treasurer of the United States" to:

Treasurer's Office
Ireland Army Community Hospital
851 Ireland Avenue
Fort Knox, Kentucky 40121
USA

(2) Any students who believe their government is responsible for paying for their or their family member's medical treatment must coordinate with their embassy to arrange proper billing and payment.

(3) In certain cases, charges for medical and dental treatment are paid by foreign governments in the same manner as are course costs; the student is responsible only for meal charges. If this is the case, a statement to that effect will be included in the ITO.

6-4. LAUNDRY AND DRY CLEANING SERVICE. There are many facilities available for laundry and dry cleaning on Fort Knox and in the local communities. Each billeting area has a laundry room in the same building or nearby. Washers and dryers are available for use in this area. Civilian laundry firms provide pickup and delivery service for laundry and dry cleaning at UPH and family quarters. There are also Post Exchange laundry and dry cleaning stores in several locations throughout Fort Knox.

6-5. COMMUNICATIONS.

a. Official telephone calls can be arranged through the IMSO to embassies, military attaches, and other U.S. military installations.

b. Personal telephone calls may be made at any of the commercial pay telephones throughout the Fort Knox area.

c. Telegram and overseas wire service is available at the Fort Knox branch of Western Union.

d. Students living in UPH and residents of family quarters have telephone service through billeting. A monthly charge is made by one of two methods for the basic service; unlimited calls with the local area for a set fee or a fee for each call made. Charges are added for long distance telephone calls. A deposit must be made by each student, depending on the estimated monthly rate for local service and long distance calls. If the actual first month's bill exceeds the estimated, the students may be required to increase their deposit.

e. A list of frequently called numbers is at appendix E.

6-6. PROMOTION. International Military Students expected to be promoted to a higher rank during their stay in the United States are urged to bring the appropriate insignia of rank with them. On receipt of official notification, the IMSO will arrange an appropriate ceremony if the student wishes one.

6-7. LEADER'S CLUB. International Military Students are invited to join the Fort Knox Leader's Club.

6-8. IMS STUDENT SPONSORS. Each IMS assigned to the Armor School is given the opportunity to have a social sponsor – a member of the Fort Knox community who has expressed a desire to meet people from another country. Each sponsor is a volunteer who has agreed to act as an official host. International Military Students may find it helpful to talk to sponsors about the problems of adjusting to life in an American community. Sponsors can be of great assistance to the student as well as provide an opportunity to develop genuine friendships.

6-9. CIVILIAN CLOTHES. International Military Students are authorized to wear civilian clothes while off duty. Warm clothing is required during the winter months.

6-10. TRANSPORTATION SERVICES.

a. The UPH billeting van is available at Fort Knox for residents of bachelor quarters.

b. A civilian taxi cab operates a sedan service for trips outside Fort Knox.

c. The Greyhound Bus Company has a depot located on Wilson Road where tickets may be purchased to any place in the United States, Canada, and Mexico. A regular schedule of buses is operated to local cities. A civilian airline ticket agency is located in Bldg. No. 1373, Chaffee Avenue, near the Military Police Station.

d. Transportation is provided for official trip sponsored by the IMSO.

6-11. LEGAL MATTERS. International Military Students and their family members are subject to a civil and criminal laws of the United States and the Commonwealth of Kentucky. Ignorance of a law (i.e., not knowing that it is an offense) does not excuse the action. American law, however, has no tricks. In general, if it is against the law in your country, it is against the law here. Students conducting themselves in the same good manner as at home have no difficulty. Some legal matters, however, deserve some discussion.

a. Legal assistance. The United States Army Judge Advocate General Corps acts as legal counsel (lawyers) for official military business. They offer legal assistance to military personnel and IMS who are entitled to that service. The lawyers will be able to listen to a problem and make recommendations. They are not allowed to take actions such as court appearance or other legal work. Civilian attorneys are available for hire to do that work.

b. Civil contracts. In the United States, as in other countries, a person's signature on a contract, a promise to do something, is binding. They may be forced to comply or suffer some penalty for noncompliance. The most common contracts are those for the purchase of an item or the repayment of a loan of money. International Military Students are urged not to sign any contract without first allowing the Legal Assistance Office to read it. Because of the short stay in the United States, students are urged to avoid contracts of a long-term nature unless they are absolutely certain they can comply with the terms after returning home.

c. Contract penalties. All contracts carry some type of penalty for noncompliance. If a contract requires payment of money on a monthly basis and a payment is missed or late, the contract holder may legally demand the total amount immediately. If that payment is not made, the contract holder may legally seize the property and resell it to obtain the money. The money paid in previously is usually lost.

d. Shoplifting. The shopping customs in the United States are similar to those in many foreign countries. A word of warning, however, is necessary about shoplifting. Because of the serious losses each year through the theft of store merchandise, almost every state has imposed very strict penalties for shoplifting and attempts to shoplift. In the past, some IMS or their family members have been accused of shoplifting because of some differing customs and the suspicious nature of most store employees.

(1) Concealment of items while in the store is considered an attempt to shoplift. Never place items in your pocket, handbag, or even a shopping bag except for the ones provided by the store.

(2) Attempting to by-pass the cashier or checkout counter to leave the store is considered shoplifting. Never leave the store or approach the exit with items you have not paid for, even if it is to motion to a friend or family member to join you inside. If you must leave the store for any reason, leave the items in a shopping cart near the checkout or cashier.

(3) When purchasing items that are too large to be placed in a bag, ask the cashier to mark the items or box PAID with her initials. Always keep receipts available for verification of purchases to present to store officials if you are stopped and accused of shoplifting. Following these simple rules should keep students from being accused of shoplifting or attempting to shoplift. If, however, any student is accused of this or any other crimes, contact the IMSO as soon as possible. Students apprehended during nonduty hours should contact the Chief, IMSO, as soon as possible, at home, or call the Staff Duty Officer.

e. Driving laws. Traffic citations and accidents should be reported to the IMSO as soon as possible, particularly if the citation is for driving while intoxicated or under the influence of drugs or alcohol (DUI). Any driver who is stopped by local civilian or military police may be required to take a breath analysis or blood alcohol test. If the results of the test are above the legal limits, the driver will be cited for DUI. In most cases, the driver will be held in confinement overnight or released to proper military authorities. If International students are picked up for DWI or DUI, they should contact the IMSO immediately.

6-12. LIVING EXPENSES. The cost of living in the Fort Knox area is considered high. Students must ensure they have sufficient funds to adequately support themselves while at Fort Knox. Expenses for the first month are higher than the following month, because of the need to purchase many items to be used throughout the stay. Listed below are typical expenses. These expenses may be higher or lower, depending on personal tastes.

a. Family expenses (two adults, two school age children)

(1) Temporary lodging and meals while waiting for quarters (average 5 days)	\$500
(2) Deposits for utilities and damage to quarters (civilian housing only); money is returned on departure if quarters are left clean without damages other than fair wear and tear	\$350
(3) Monthly housing rental	\$250 to \$450
(4) Monthly cost of gas, water, and electricity (civilian housing only)	\$150
(5) Initial purchase of housewares, cleaning supplies etc.	\$150
(6) Monthly furniture rental, if needed	\$100
(7) Automobile purchased (used, reliable)	\$2,000
(8) Automobile liability insurance (6 months, minimum requirement)	\$250
(9) Monthly automobile operating expenses	\$100
(10) Monthly food purchase	\$200
(11) Monthly miscellaneous expenses (kitchenware, school supplies, clothing, laundry, recreation, etc.)	\$150

(12) Total estimated first month expenses	\$4,350 to \$4,550
(13) Total estimated recurring monthly expenses	\$950 to \$1,150
b. Unaccompanied student expenses	
(1) Daily Unaccompanied Officer Quarters fee	\$25 - \$35
(2) Automobile purchase (used, reliable)	\$2,000
(3) Automobile liability insurance (6 months, minimum requirement)	\$250
(4) Monthly automobile operating expenses	\$100
(5) Monthly food purchase	\$300
(6) Monthly miscellaneous expenses (kitchenware, school supplies, clothing, laundry, recreation, etc.)	\$150
(7) Total estimated first month expense	\$3,550
(8) Total estimated recurring monthly expenses	\$1,300 - \$1,600

6-13. INCIDENTS OF RACIAL, ETHNIC, OR NATIONAL DISCRIMINATION.

a. United States laws forbid people to deny individuals their rights because of racial, ethnic, or national background. As guests in the United States, IMS and their family members have the same rights to protection under laws as do United States citizens.

b. If individuals feel they have been the victim of a discriminatory act, for example, have been refused service in a restaurant or refused an apartment rental because of racial, ethnic, or national background, they should immediately contact the Chief of IMSO.

6-14. CLIMATE. Fort Knox experiences the same climate as most of the central United States with four distinct seasons (summer, fall, winter, and spring).

a. The months of May, June, July, August, and September make the normal summer. Temperatures are high, commonly reaching 90 to 95 degrees Fahrenheit (32 to 35 degrees Centigrade or Celsius) with equally high humidity. Rain and thunderstorms are frequent.

b. The months of October and November are called fall. This is the transition from summer to winter in this area. Temperatures gradually lower and occasionally drop below freezing at night.

c. The months of December, January, and February represent winter with low temperatures and high humidity. Temperatures of 30 to 35 degrees Fahrenheit (1 to 2 degrees Centigrade) are common during the day. Nighttime temperatures are colder and can reach -15 (-26 degrees Centigrade). Snowfalls occur, but they are infrequent and rarely accumulate more than a few inches.

d. The months of March and April are called spring and are the transition from winter to summer. Temperatures are increasingly warmer and rain infrequent.

6-15. SEVERE WEATHER. The Fort Knox area is subject to severe weather storms. While these may occur at any time, they are most common during the spring and summer months. The most common types of storms are severe thunderstorms and tornadoes.

a. Severe thunderstorms are periods of heavy rain, high winds, thunder, and lightning. These are not unusual and may occur five to ten times during spring and summer. Property damage is light, usually caused by high winds blowing tree limbs down or throwing about light items left outside. Injury or loss of life is very rare and is usually caused by an accident to which the storm only contributed.

(1) Warning of a severe thunderstorm may come from observation, i.e., seeing the heavy rain, black clouds, lightning, and high winds; by a warning broadcast from local radio or television stations; or by an announcement in class.

(2) Actions to take to protect yourself from injury during severe thunderstorms are:

(a) Seek shelter from the wind and rain in any strong building.

(b) If driving, continue carefully to your destination. Be alert for fallen tree limbs or live electrical wires.

(c) At home, avoid contact with sinks, bathtubs, and showers, which could transmit electrical shock if lightning should strike nearby.

(d) Remember, there is no reason for panic. While such storms are severe, they cause only minimal property damages, and, only rarely, injury to people.

b. Tornadoes are extremely severe and dangerous storms. They consist of winds swirling or twisting in a column or funnel shape. They form a whirlpool of air with winds moving at very high speeds, perhaps as high as 300 miles per hour. When such a storm touches the ground, it is capable of destroying all but the strongest of buildings; picking up automobiles and throwing them great distances; and causing severe property damage, injury, and even loss of life. Tornadoes are not common. While conditions for tornadoes forming do come about during the spring and summer, the chances of a tornado striking this area are remote. However, the danger of this type of storm requires us to be prepared to take protective action.

(1) Warning of an approaching tornado can come from one of the following methods:

(a) Broadcasts of local radio and television stations. First indication will probably be the announcement of a TORNADO WATCH. This means that the weather conditions are right for creation of a tornado although none exist at the moment. A TORNADO WARNING means that a tornado has been sighted by observation or by weather radar.

(b) Fort Knox Siren System. If a TORNADO WARNING is issued for the Fort Knox area, sirens will sound in the main post area. Military police will drive through the housing areas sounding their vehicle sirens and making announcements over portable loud speakers. The Fort Knox Siren System will not operate during a TORNADO WATCH, only during a TORNADO WARNING for the Fort Knox area.

(c) Observation. Tornadoes have a distinct, easily recognized look and sound. The clouds will be very dark, almost black in color. They will be moving very rapidly and churning. The clouds may form a column or funnel shape that comes down and touches the ground. The winds make a very loud noise, similar to the roar of a speeding train.

(2) Actions during a TORNADO WATCH are simple:

(a) Do not panic. Remember that a TORNADO WATCH is only the indication that tornadoes are possible. There are many TORNADO WATCHES issued every year though no tornadoes develop.

(b) Continue your normal activity while keeping alert for any change in the alert status and weather conditions.

(c) Review the actions you would take if a tornado were to develop.

(3) Actions during a TORNADO WARNING from radio or television for Hardin, Meade, Breckenridge, Jefferson, or Bullitt counties in Kentucky or Perry and Harrison counties in Indiana:

(a) Do not panic. Although the TORNADO WARNING indicates that a tornado has been seen, the chances of one striking the Fort Knox area are small.

(b) Tune a radio to a local radio station. WSAC-Fort Knox at 1470 AM and 105.5 FM is a good choice. Be alert to sudden changes in the weather. Be alert for the Fort Knox Siren System or Military Police announcements.

(c) If in class, follow the instructions given you. Do not attempt to reach home.

(d) If driving, continue carefully to your destination. Be prepared to take immediate cover.

(e) If at home, be prepared to take cover. Gather some blankets, a flashlight, and a battery operated radio at the place you have selected to wait.

(4) Actions during a Fort Knox Siren System Tornado Warning or when you actually see a tornado:

(a) Do not panic. Panic will help no one.

(b) Seek immediate shelter.

1. If in class, follow instructions.

2. If in a strong building, go quickly to the basement. Lie down close to the walls. Stay away from large open areas.

3. If at home in Fort Knox family quarters, first open all windows in the house, then go to the smallest room on the first floor. The hallway is best. Do not go into the furnace room or storage shed. The object is to seek a place of shelter if the building should collapse. Small rooms will do this best because of the strength of the walls. If in the Unaccompanied Officer Quarters, go to the basement in your respective building. This is the safest area of the Unaccompanied Officer Quarters.

4. If driving, stop immediately. Get away from the car and seek shelter in a ditch or depression. If the tornado approaches you, do not try to run; lay down and cover your head with your arms.

5. Wait for an ALL CLEAR announcement on radio or by the Military Police or for the tornado to pass. Remember that tornadoes, while violent, last only a short time and are usually gone in a few minutes.

c. The purpose of these instructions is not to frighten anyone. The possibility exists and people must be prepared to act to protect themselves. Fear and panic are the worst possible things to happen. A respect for the power of such a storm and a good plan of action are the best protection.

CHAPTER 7

EFFECTIVE STUDY METHODS

7-1. NEED FOR STUDY. In school, the responsibility for learning rests with the student. Instructors in the School provide the opportunity for learning; they can help the students, but cannot learn for them. The student should strive to graduate with the highest professional qualifications attainable. This requires thorough learning of the material presented in the Program of Instruction and pursuit of an effective study program by each student. An effective study program is, to a large extent, a matter of planning as efficiently as possible.

7-2. STUDY (HOMEWORK) ASSIGNMENTS.

a. Advance sheet.

(1) The study assignment for each unit of instruction is shown in the advance sheet for the unit. These assignments are to be completed before class.

(2) The advance sheet is designed to provide the student with essential information about a unit of instruction or examination. Advance sheets issued at the beginning of the course with other texts or before each unit of instruction provide the student with an excellent aid for learning activities. The training objectives listed on the advance sheet match the class number listed on the training schedule and describes what the instructor expects the student to achieve as a result of the instruction. The training objectives are the basis for preparation of unit of instruction and achievement tests. Each examination is described by an advance sheet which details what the student must be able to do to pass the test.

(3) When study assignments are required, the student will be directed to study, read, scan, or review specific paragraphs in the reference material.

(4) On an average, about 15 minutes of study will be assigned for each hour instruction (1 hour for a 4-hour instruction). In some units of instruction, it may be necessary to exceed this assignment, but other units will required less time so that equitable average study requirements will result. The terms used in making study assignments are as follows:

(a) Study. This term means that the student is to master the details of the subject matter and fix them firmly in mind by application of the study process, which includes the following steps: Survey, question, read, make notes, organize, and review. They should be prepared to discuss the subjects thoroughly in class or answer questions, oral or written, relative to the material studied. Material assigned for study will be expanded upon, applied, and made meaningful in the classroom.

(b) Read. This term indicates that the student is to read and understand the broad scope of the subject. They will not be expected to take a graded test on material assigned until it is covered in the classroom; questions that are asked relative to the assignment will be general in nature.

(c) Scan. This term means that the student is to glance through material rapidly and be familiar with the type of subject matter covered. They should read the heading or the topic sentence of each paragraph.

(d) Review. The term review may be used when material has been previously covered, and it is desired that the student give attention to notes, advance sheets, and other related materials.

b. Training schedules.

(1) The class training schedule reflects nine areas that are important to the student.

(a) Course – Item 1 – Identifies who the training schedule is intended for.

(b) Date – Item 2 – Identifies the date/day the identified training will be conducted.

(c) Time – Item 3 – Identifies the time the training will be conducted on that date.

(d) Place – Item 4 – Identifies classroom in which the training will be conducted.

(e) Building – Item 5 – Identifies the building and/or location of the scheduled training.

(f) Unit Number – Item 6 – Identifies the advance sheet requirement number for the class.

(g) Subject – Item 7 – Identifies the subject material the class will cover.

(h) Uniform – Item 8 – Identifies the uniform requirements for each class.

(i) Instructor – Item 9 – Identifies the primary instructor for the portion of instruction.

(2) Preparation for every class listed on the training schedule is the responsibility of the individual. Preparation should consist of the following:

(a) Study of the advance sheet from the unit number of the class.

(b) Identify and collect any training aids or materials needed for the Class.

(c) Coordinate in advance with the In-Class Sponsor for any questions with class preparation.

(d) Arrive 10 minutes early at each class to be able to discuss any problems with preparation with the instructor before class begins.

(3) Training schedules and advance sheets are designed to allow time for specific training objectives to be accomplished. Students should ensure they adequately allocate the time to complete the training objectives.

7-3. SUGGESTIONS FOR EFFICIENT STUDY. To “study” means to apply oneself to the acquisition of learning. The students apply study techniques in the classroom and in the completion of their study assignments.

a. In the classroom, laboratory, or field, maximum learning will result if the students will:

(1) Prepare themselves. Complete the study assignment before the scheduled instruction. The instructor will expand, apply, and test this material in the classroom.

(2) Learn to listen. Synonyms for study are attention, concentration, and application.

(3) Make notes. Force yourself to become actively engaged in the instruction.

b. In the completion of study assignments, the following questions will benefit the student:

(1) Plan study activities. Prepare a study schedule each week. Use the weekly schedule and advance sheets as a basis for the study schedule. Follow the schedule.

(2) Have a set time and place for study.

(3) Avoid distractions. Study in surroundings where there are no distractions. Studying with a radio or TV turned on is wasteful. Poor lighting, inadequate ventilation, and noise tend to be fatiguing.

(4) Use study materials properly. Have them close at hand to avoid breaking continuity of study by having to go after them.

(5) Adopt the proper attitude for work. Do not start the study period by reading a newspaper or writing letters. Realize that study is primarily for professional growth, not merely to complete the course.

(6) Concentrate and begin work. Once at the study table, go right to work; postpone other activities until later. One of the chief sources of waste in studying is the reluctance to begin the task.

(7) Follow a method of study. Realize that merely reading the lesson is not necessarily studying it. An effective approach is suggested in paragraph 7-4.

7-4. S-ARMOR METHOD OF STUDY. The method of study recommended here is the S-ARMOR method. The title for this study technique is designated in this way to make it easier to remember and apply.

S urvey
A sk questions
R ead
M emory
O rganize
R eview

a. Survey. The first step in the study process is to glance over chapter titles and topic headings; if the chapter has a summary paragraph, this will list the ideas developed and assist in later reading. It shows how the parts fit together in the unit; therefore, when the assignment is read, ideas are meaningful and related. Some students like to make this survey several hours before the study period, or when they plan their activities for the evening. This orientation later helps to unify the ideas read.

b. Ask questions. Make study active by mentally rephrasing the chapter titles and topic headings as questions. This practice soon becomes an unconscious habit. With this habit established, important points that answer questions stand out, and explanatory details take a subordinate place in reading. The skill a student develops in formulating these questions determines the nature of this reading.

c. Read. Read for meaning; read to answer the questions rephrased mentally from the chapter titles and topic headings. Reading then becomes an active search for the answers. Reading is not study, only a phase of the study process. When the students study their reading rate varies. Some topics are read by skimming; other topics, about which the student already has considerable knowledge, are read by skipping over topic sentences here and there. As a rule, outstanding students are fast readers. Speed is important because it allows material to be read and reviewed in limited periods of time. The rate of reading, however, is governed by understanding. The student should not hesitate to stop and think things over but should not, at the same time, let his mind wander. In other words, the student should read slowly enough to grasp the meaning and yet strive for more speed; this is the key to rapid and efficient reading.

d. Memory devices. Suggested aids the students may use to help remember what they study are as follows:

(1) Underlining. This technique is useful in designating important points to be considered and learned. The text that has been underlined is much easier to use for review. Instructional materials, such as advance sheets and supplemental material, are underlined for ready reference in class. The following factors must be kept in mind when underlining:

(a) Read a whole passage before underlining any part of it.

(b) When underlining for a special purpose, use a double line.

(2) Marginal notes. The student should not hesitate to write marginal notes on instructional materials. These help in finding an idea for review and give meaning to underlining.

(3) Outlining. After a student reads the material, the objective is to remember it as long as possible. It is a well-known fact that forgetting sets in as soon as learning stops; therefore, in order to learn something to be remembered for some time, the student must recall the main points frequently. There is no better way to recall these main points than to refer to a set of well-prepared notes, outlined so that the organization is clear.

e. Organize. After reading one topic of the lesson, a student should loop up and try to recite briefly the answer to the question. They may use an example from Army experience that fits the reading selection, thus determining how this material might be used in future situations. The newly learned material should also be associated with other parts of the course and with kindred courses. This organization of thinking is an important step in the study process; it serves as an aid to comprehension, unification, and fixation of ideas and facts. In this step, the material studied is making an integral part of the student's store of knowledge. Steps A-R-M-O (Ask questions, Read, Memory devices, and Organize) are repeated for each succeeding topic in the study assignment. Studying this way, until the entire lesson is completed prepares the student for the last step in the S-ARMOR method of studying-review.

f. Review. To get an overall view of the complete assignment, the student should review the lesson as a whole. Outlines, notes, and underlinings are reviewed. This review is made on the same night as the study. Later reviews are valuable because of the forgetting that takes places when material is not recalled frequently. More is forgotten in 1 day when retention is unaided by recall through reviews or other means than is forgotten in 2 months when retention is aided by recall. Reviews are for the specific purpose of establishing retention of learning.

7-5. NOTETAKING SUGGESTIONS.

a. Advantages of taking notes.

(1) Notes serve as memory aids. Some type of memory aid must be taken away from the classroom to be used in a review of the lesson for complete learning. Even when advance sheets and other materials are issued to the student, notes must be taken.

(2) The act of writing something down helps the student learn the material. The more senses brought into use in a learning situation, the better the chances of remembering the material.

(3) Putting ideas presented in a lesson into their own words helps students make those ideas part of their own knowledge.

(4) The students own notes are valuable because of the association they make when they review their notes. The student's notes are of little value to another person, but, if they help the student recall the ideas presented in class, they serve their purpose. Notes are personal; a short statement in the notebook can start a long train of thought when reviewing.

(5) A completed notebook assembled by a student at the School is a consolidated source of information compiled from several sources. Such a notebook will not take the place of field manuals of similar publication, but will save time and work in the field and also serve as a guide to future study. The student should remember when adding to the notebook that it might at some time be the only available source of information.

b. Limitations of notetaking and what to do about them.

(1) When notes are taken in class, attention is often lost and the continuity of the lesson interrupted by the distraction caused by writing something down, they miss other points presented while writing. Notes should not be written in haste; the students should first determine the main idea and make notes in their own words.

(2) Many students do not know what to write down. The training objectives listed on the advance sheet will give the students the big picture and enable them to see the relative importance of the points presented by the instructor.

(3) Notes become disorganized and have little meaning after a few days have passed. This is true especially when notes are taken hurriedly in class. It is advisable for the student to look over the notes as soon as possible after class, improve their organization, and add to them. The more they use notes, the more meaning they have for them. Notes that they take later are more skillfully done and valuable because they know how they intend to use them.

c. Notetaking aids.

(1) Keep a loose-leaf notebook. This permits revision of notes, addition of instructional materials, and reorganization as the need arises. When a course is finished, notes and materials may be removed and placed neatly in a folder for future reference. A well-organized notebook can be very helpful in future assignments.

(2) Place all notes related to one subject in a separate section of the notebook. Use divided pages or tabs to separate actions.

(3) Make notes clear and brief. In noting an idea, use enough words so the meaning is clear later, but make the notes as short as possible.

(4) Use your own words when an idea is presented and the meaning is understood; sum up the idea in the notes. Do not expend much effort recalling the words of the instructor, just the ideas.

(5) Review and revise notes during a study period at the end of the day. Do not let notes get too old.

(6) Be alert for the main ideas. With these, details are easy to fill in.

(7) Study lessons assignments before class. Check notes taken during study and add points at the lesson is presented.

(8) Use an outline form for notes. Such a form encourages brevity, improves organization, and increases the usefulness of notes.

(9) Use the instructional materials that are issued. Write on the advance sheet. One's memory is assisted if the material is underlined as it is discussed in class. Marginal notes on instructional materials make the printed page more meaningful.

(10) Underline key words and phrases in notes and issued materials. Use colored pencils if desired. Such underlining will facilitate a quick review.

(11) Do not hesitate to draw sketches on equipment, tactical movements, table of organization, and similar items; artistic ability is not necessary. It is helpful if such drawings to:

(a) Identify. Make notes or give a title. Also note where an exact drawing or picture may be found in a Field Manual, Technical Manual, etc.

(b) Organize. Leave plenty of room for labels, notes, etc.

(c) Exaggerate. Make distorted or schematic drawings, if necessary, to simplify or to emphasize something of importance.

(d) Locate. Orient drawings or sketches. Show the front of the vehicle, direction of the attack (north), or similar identifying labels.

(12) Do not hesitate to take notes even when an idea appears easy to remember. Everyone starts to forget a fact immediately after learning it. The only way the students retain information is by helping their memory through use of notes and other such aids in review. Frequent recall, through review of notes, helps overcome the tendency to forget.

(13) Use the training objectives listed on advance sheets as a basis for notes. These training objectives represent the learning results that should be obtained from the unit of instruction. Notes should recall the main topics used in the unit of instruction when the training objectives were presented. These training objectives are used as the basis for examination requirements; therefore, each one should be thoroughly supported by comprehensive student notes.

7-6. PURPOSE OF AND HOW TO PASS EXAMINATIONS.

a. Why examinations? Contrary to the traditional student viewpoint, examinations are not necessary evils of our military education system. The examination serves a useful purpose in any Program of Instruction and should be looked upon as part of the learning process. The examination program at the School does the following for the student:

(1) Motivates and stimulates learning; forces a student to review and organize the material. It is an established principle of learning that the students learn more than they know they are held accountable for material covered.

(2) Provides practice in the application of things learned: often provides the only immediate application of the knowledge and skill acquired at the School. Practice in thinking under the stress of the testing situation increases the student's ability to apply knowledge and skill in the solution of real problems. The examination provides a great deal of functional and educational practice.

(3) Indicates student progress. Passing an examination symbolizes mastery of a subject as well as is possible in the instructional situation. The examination reveals the student's strengths and weaknesses, often indicates what is expected of the student, and further indicates the important points to be learned from a course. When used properly, it is diagnostic; the students find the subject materials in which they need further study. Under no conditions should the examination be looked upon as a goal, the end of the course, or something to get done with.

(4) Enables objective grading of performance. The student's performance on the examination is one means of demonstrating their ability as a student. The good student wants to do well in class. The examination is the only fair means of evaluating performance and assigning an objective grade.

b. Preparation for an examination.

(1) Review intelligently. Learning is not something that happens instantly. It is a process of growth that includes initial learning, remembering, forgetting, and relearning. Relearning is commonly called reviewing and is a vital part of the retention of learning. The suggestions that have been given for study apply here. Remember to use your advance sheets.

(2) Do not cram. Cramming is defined as the act of filling the mind hastily with information for a temporary purpose. Crammed material often is unconnected or misconnected, soon forgotten, and rarely understood. This type of studying often fails to accomplish even the limited objective of passing a test. An examination requires application of knowledge to the problem-type of situation rather than the memorization of details.

(3) Study with a group. This is a very effective way to prepare for an examination if the meeting is organized, the group is small, and the members are equally interested.

(4) Schedule study time. Arrange activities so that preparation can be completed some time before the examination. Review of the materials to be covered the night before the examination is good, but if it requires an all-night session, it has been put off too long. The review must be planned so that some time is left to rest. This enables thoughts to set and the student approaches the examination refreshed, both mentally and physically, and settled emotionally. When preparing for two or more examinations, review periods must be separated.

c. Preparation of examinations. Examinations represent the School's best efforts in test construction. They have been prepared to measure the training objectives emphasized in the instruction and reviewed by a board of officers to ensure their validity. There is no attempt in any examination to trick the student.

d. How to take examinations.

(1) Read the problem. Making a preliminary survey of the examination to see that all of the pages are there, determining the nature of the examination, and setting up an overall approach saves time. In answering the questions, read each one carefully. This does not necessarily mean slowly: read with attention, concentration, and understanding. The students often let their thinking go on a tangent by allowing past experience to affect their interpretation of the requirements in the test. The student who knows the subject misses more questions because of failure to read the problem carefully than for any other cause.

(2) Work vigorously. A student's mental activity is influenced by the physical activity or lack of it. Waiting listlessly for inspiration, daydreaming, and looking around the classroom never gives the answer to questions. An aggressive and determined attitude toward the task at hand stimulates thinking. Students should not allow themselves to be distracted by things happening in the classroom.

(3) Watch the time. The amount of time that can be spent on the examination is announced by the instructor: do not fight the problem by thinking that the time is inadequate. The good students make up their mind to finish the test with a good mark. They make every effort to finish the paper in time to reread the answers. This does not mean that they hurry through the examination with speed as the primary consideration; in most cases, haste makes waste. If a question is difficult or they cannot seem to get the answer in the normal time, the good student skips it and comes back to it. Checking their progress as they take the test, they find their proper rate; they are not surprised by the bell when only half finished.

7-7. EXAMINATIONS FOR INTERNATIONAL STUDENTS. The School does not conduct any courses for International students only. All IMS are enrolled in regular U.S. courses and are tested on the same material as are U.S. students. Department directors have the authority to allow IMS extra time to complete quizzes and examinations. If this is the case, it will be announced at the beginning of the course or block of instruction.

7-8. CLASSIFIED INSTRUCTION. All courses at the School are presented to all IMS on an unclassified basis. This means that IMS, no matter what degree of security clearance is described in the ITO, will not attend any class that has a security classification. During these classes, IMS are required to attend English Language studies at the Learning Center located in Skidgel Hall, or other designated classes at the IMSO.

CHAPTER 8

CUSTOMS AND COURTESIES

8-1. INTRODUCTION. a. Customs and courtesies are evolved by every nation and culture to give people a set of rules by which to conduct themselves when dealing with other people. Some customs seem to be universal, that is found in every country of the world. Others seem to be peculiar to one country or culture.

b. When persons understand the rules of custom and courtesy, they are more comfortable and more at ease. Students understand the rules of their own culture because they have lived with them since childhood. Now you are surrounded by Americans with all of our bewildering ways of doing things and it is natural to feel uncomfortable.

c. This chapter is designed to acquaint the IMS with some of the American customs and courtesies that will be encountered. It is hoped that this knowledge will help you feel more at home with Americans and understand us better.

8-2. MILITARY COURTESY. Military courtesy, the manner in which military people conduct themselves, is very much a part of the customs of the United States, especially in a military community such as Fort Knox. Military courtesy seems to be one of the universal customs. Every army in the world expects its officer to conform to high military standards of appearance and conduct, and to be treated with respect. You will have no difficulties if you conduct yourself, in official matters, as you would in your own military organization.

8-3. SALUTING. Soldiers traditionally greet each other with a hand salute. American military courtesy indicates that a soldier seeing an officer of superior rank will salute. On occasion, you will be passed by American soldiers who will not salute. Do not be offended or think that they are insulting you. Foreign military badges of rank are strange to some people and you may not be recognized. When you are saluted, it is courteous to return the salute and add a greeting of "Good Morning" or "Good Afternoon."

8-4. RETREAT CEREMONIES. It is customary to observe the close of the workday on military posts with a ceremony during which the flag of the United States is lowered. This ceremony comes at 1700 each day and consists of a bugle call, firing of a cannon, and lowering of the flag.

a. If you are in the immediate vicinity of the ceremony, you are requested to come to attention and stand respectfully until the ceremony is complete. You are not expected to salute.

b. If you are outdoors, away from the ceremony, but can hear the bugle and cannon, you are requested to come to attention and stand respectfully facing the sound until the bugle stops. You are not expected to salute.

c. If you are driving or riding in an automobile at the time of the ceremony, you are requested to stop the vehicle at the side of the road, get out of the automobile, and stand during the ceremony.

8-5. NATIONAL ANTHEM. "The Star Spangled Banner," the National Anthem of the United States, is frequently played during ceremonies, or at the beginning of sporting events or movies. You are requested to stand respectfully during the playing of the music.

8-6. OFFICIAL RECEPTIONS. During your tour at Fort Knox, you will likely be invited to official social receptions. These events, at which you or your entire class is honored by a senior officer, are considered important. You should plan to attend. Official receptions often have a receiving line. The senior officer and spouse, as well as other officers, form a line and the invited guests pass and greet each person. The first man in the line is usually a junior officer whose duty it is to learn your name. Do not offer your hand to him. Simply pronounce your name clearly and slowly to him so he can introduce you to the senior officer. You pass along the line greeting each individual with a handshake. If your spouse is with you, she should go in front of you.

8-7. MILITARY UNIFORMS FOR SOCIAL EVENTS. On occasion, particularly at official receptions, a military uniform will be worn to a social event. Uniforms worn at Fort Knox during working hours were described in paragraph 4-11. Invitations to social events where military uniforms are expected will specify one of the following types:

- a. Army Green. This is the same uniform described in paragraph 4-11.
- b. Army Blue. A dark blue coat, light blue trousers with a wide gold stripe, white shirt and black necktie, black shoes, military insignia, and hat. The type of necktie may specified as "bow tie," a small tie knotted at the throat, or "four-in-hand," the more common long necktie.
- c. Army Blue Mess. The most formal uniform commonly worn to social events, it consists of a dark blue coat at the waist, light blue trousers with a gold stripe, white shirt, and black bow tie. The coat is marked with wide lapels indicating the officer's branch and gold braid and epaulets.
- d. International Military Students are not expected to wear these U.S. uniforms, but rather are requested to wear the uniforms of their force that most closely fits the occasion. You should not avoid a social function because you feel that your available uniform is too informal; your presence is more important than your uniform.

8-8. INFORMAL SOCIAL ACTIVITIES. In addition to official receptions for your class, you will receive invitations to other social activities during your stay at Fort Knox. These invitations are from people who truly want to meet you and are anxious to be your friend. You are urged to accept these invitations. The types of social activities common to Fort Knox include:

a. Cocktail parties. You may be invited to a cocktail party at someone's home or at an open mess facility if the group is large. Alcoholic beverages and soft drinks will be served. Some food will be served, usually nuts, cheeses, and crackers. There may be a man hired to serve drinks, but most often the host will show you what is available, help you with the first drink and expect you to serve yourself later.

b. Cocktail buffet. This is the same as a cocktail party except more food in more variety is offered.

c. Dinner. When you are invited to dinner, a meal will be served. If the group is small, you may all sit down together. If the group is large, dinner may be served buffet style; that is, all the food is arranged on a table with the guests choosing what they want and helping themselves. Seating at a buffet dinner is very informal and people often sit on the floor to eat.

d. Picnics, barbecues, and cookouts. Very popular during the summer months is the practice of preparing and eating a meal outside. It may be at someone's home or at a recreational park. Foods are simple and served in a very casual atmosphere.

e. Coffees, teas, and luncheons. These functions normally involve ladies and, since they are held during the day, men are rarely invited. Coffee, tea, and fruit juices are usually served with sweet pastries and cakes. These functions are often held to meet some special person. Wives of IMS are encouraged to attend these when invited. If questions arise, contact the IMSO for assistance or advice.

8-9. INVITATIONS. Social activities, formal or informal, are usually announced by an invitation. This will provide the information of time, place, purpose, and dress needed to make plans.

a. Some invitations are made orally, either in person or by telephone. You will be told of all details, or you may ask. Normally, you answer the invitation by accepting or declining at that time.

b. Some invitations may be written informally by hand or, more formally, printed. The same basic information will be provided.

(1) Time: Only the most casual invitation, between close friends, will not have a beginning time stated. You should arrive at the time specified or a few minutes later. It is not good to arrive before the stated time or as late as 15 to 30 minutes later.

(2) Place: This will tell you where the party is to be held, at someone's home or at the Leader's Club facility.

(3) Purpose: This will tell you the type of party and what it is for.

(4) Dress: This will tell you what to wear.

(a) Military uniform: Described in paragraph 8-7.

(b) Formal: Civilian clothes, a man's suit or tuxedo. Ladies should wear long formal dresses.

(c) Informal: Civilian clothes, a man's jacket and necktie, or a business suit. Ladies should wear a dress or a fancy suit with trousers.

(d) Casual: No necktie expected, open neck shirt or sweater.

(e) Very casual: No necktie, open shirt with jeans.

(5) Responding: It is important to respond to all invitations so proper plans can be made. With an oral invitation, you may respond immediately or make arrangements to do so within a few days. Written invitations may say:

(a) "RSVP" with a telephone number. The person inviting you needs a yes or no answer and has given you the telephone number to call to give that number.

(b) "Regrets Only" with a telephone number. The person inviting you expects you to come and gives you the telephone number to call if you cannot.

(c) It is important to answer all invitations as quickly as possible. Occasionally, an invitation will ask you to answer before a certain date. You should not wait until that date arrives, but answer as soon as you can after receiving the invitation.

FOR THE COMMANDER:



OFFICIAL:
FRANK J. GEHRKI III
Colonel, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

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INTERNATIONAL STUDENT ACADEMIC REPORT*(For International Military Students attending CONUS schools.)**(See AR 12-15, AFJ 16-105, and SECNAVINST 4950.4 for forms completion instructions.)*

1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAO)</i>				2. FROM <i>(Training installation preparing form)</i>																		
3. STUDENT NAME <i>(Last, First, Middle Initial)</i>			4. GRADE/RANK		5. COUNTRY		6. FMS CASE OR IMET FY AND WCN															
7. COURSE TITLE			8. COURSE ID NO.		9. COURSE MASL		10. DURATION OF COURSE a. FROM <i>(YYMMDD)</i> b. TO <i>(YYMMDD)</i>															
11. DID STUDENT COMPLETE COURSE? <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i>			12. STUDENT WAS AWARDED: <i>(X one)</i> <input type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i>			13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i> a. IN-COUNTRY TEST b. CONUS TEST																
14. STUDENT'S ACADEMIC EVALUATION																						
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14.c.)</i> 1 EXCEPTIONAL 2 EXCELLENT 3 VERY SATISFACTORY 4 SATISFACTORY 5 UNSATISFACTORY <i>(Explain in Item 15)</i> 6 NOT OBSERVED <i>(Explain in Item 15)</i>			b. LANGUAGE PROFICIENCY (1) COMPREHENSION (2) SPEAKING (3) READING (4) WRITING		c. PERFORMANCE IN CLASS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">ITEM</th> <th style="width: 20%;">RATING</th> </tr> </thead> <tbody> <tr><td>(1) ATTITUDE AND MOTIVATION</td><td></td></tr> <tr><td>(2) ATTENDANCE AND PUNCTUALITY</td><td></td></tr> <tr><td>(3) ABILITY TO GRASP INSTRUCTION</td><td></td></tr> <tr><td>(4) PERFORMANCE IN PRACTICAL EXERCISES</td><td></td></tr> <tr><td>(5) PARTICIPATION IN CLASS ACTIVITIES</td><td></td></tr> <tr><td>(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i></td><td></td></tr> </tbody> </table>				ITEM	RATING	(1) ATTITUDE AND MOTIVATION		(2) ATTENDANCE AND PUNCTUALITY		(3) ABILITY TO GRASP INSTRUCTION		(4) PERFORMANCE IN PRACTICAL EXERCISES		(5) PARTICIPATION IN CLASS ACTIVITIES		(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	
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(5) PARTICIPATION IN CLASS ACTIVITIES																						
(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>																						
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i>																						
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i>																						
17. EVALUATOR																						
a. NAME <i>(Last, First, Middle Initial)</i>			b. GRADE		c. SIGNATURE																	
18. INTERNATIONAL MILITARY STUDENT OFFICER																						
a. NAME <i>(Last, First, Middle Initial)</i>			b. GRADE		c. SIGNATURE																	

APPENDIX B

IN-CLASS SPONSOR GUIDE

THE INTERNATIONAL MILITARY STUDENT TRAINING PROGRAM

1. At the U.S. Army Armor School, located at Fort Knox, KY, international military and civilian personnel are receiving military instruction in maintenance and tactics along with U.S. personnel. The International Military Students (IMS) are here at the invitation of the United States Government under the auspices of the Military Assistance Act of 1961 (Public Law 87-195) and the Arms Export Control Act (Public Law 94-329).
2. The broad objectives of the International Military Student Training Program are to advance the United States' principal foreign policy objectives – the building of democratic values, the promotion of peace, and the fostering of economic progress.
3. Most of the International Military Students (IMS) are in the United States for the first and only time. It is very important that these students understand America as it really is – not just from things they have heard. This was first recognized by President John F. Kennedy when he said, "There is little question that the reception and treatment of foreign visitors coming to the United States...has an important effect upon the attitudes of other peoples toward the United States...dedicated Americans in international exchanges will help us to achieve our common hope for a durable and just peace."
4. The IMS Sponsorship Program is a hospitality program designed to provide IMS at Fort Knox, and in some cases their spouses and children, an opportunity to become acquainted with American family life in the broadest sense.
5. To do this, a family agrees to take a genuine interest in a student and help them know and understand the American people by giving them an opportunity to participate in home and community activities. The students will describe America to their countrymen in terms of your family. A friendly relationship can be far reaching in the effort toward international understanding and world peace.

MISSION OF THE INTERNATIONAL MILITARY STUDENT OFFICE (IMSO)

1. The Chief of the International Military Student Office (IMSO) advises and represents the Commandant on all matters pertaining to international students attending courses of instruction at the U.S. Army Armor School. The IMSO also provides and assigns the necessary funding for student informational tours of cultural, governmental, historical, and industrial areas of interest to create a program which will enable the IMS to obtain a balanced understanding of American society, institutions, and ideals.
2. The IMSO will provide initial processing and continuing assistance on all matters of administration, logistics, social, cultural, recreational, and personal matters. During the student's stay at Fort Knox, the IMSO staff is available at all times to aid, advise, and assist the student in any personal or administrative problem, including pay, leaves, quarters, or similar areas of concern.
3. Final departures and clearances for international students, including leave, travel to ports of embarkation, shipment of text books, and other incidentals are processed by the IMSO as a final step in continuity of mission; thus ensuring the student's "Portal-to-Portal" service while in the United States.

SECTION A – MILITARY SPONSOR

1. PURPOSE: To provide the U.S. military sponsors of an IMS guidance on their role in integrating the sponsored international student into a course of instruction, the class, and Fort Knox.

2. PROGRAM:

a. Since 1942, IMS have attended courses at the Armor School. They have represented about 125 countries, totaled several thousand in number, and have attended almost all courses conducted here. The Armor School has an international role to fulfill by ensuring the IMS receives a constructive and favorable impression of the United States of America. To ensure this obligation is met, a military sponsor is designated to personally represent the School, the U.S. Army, and our country to international students.

b. Military sponsors of IMS are solicited from U.S. classmates and are appointed upon approval of the class instructor and IMSO. The program is administered by the IMSO and the U.S. student sponsor – IMS relationship is monitored by the IMSO and the class instructor.

c. The sponsored student should be assigned to work with the sponsor in all training during the course.

3. ROLE OF SPONSOR:

a. The military sponsors have a unique role in their class because they have undertaken the project of integrating a student from a foreign country into a course on instructions and the U.S. military society. As such they have a two-fold challenge: to assist the IMS and to professionally benefit from the experience.

b. The term “sponsor” has occasionally caused restricted associations by both parties. **A sponsor is a formally designated contact from whom the IMS can expect assistance.** In addition to personally taking action, the sponsor should extend the international student’s association with other people and expose the IMS to activities they could participate in by themselves.

c. Sponsorship can be extended to family life if the sponsor and/or IMS is accompanied. (See Section B for helpful hints for the sponsor’s spouse.)

d. The military sponsor incurs certain responsibilities:

(1) Assist the student in understanding functions and administrative policies of student classes.

(2) Render assistance in course content relative to understanding of terminology, U.S. doctrine in general, comprehension of instruction, and study methods.

(3) Integration into class and post social activities.

(4) Assistance in exposure to post facilities and activities.

(5) Orientation, discussion, and exposure to the American way of life, institutions, and beliefs as appropriate.

(6) Represent the United States and the U.S. Army in a dignified, friendly manner.

(7) Assist in solving problems.

(8) Provide observations to faculty as requested.

The above does not imply that the sponsor should assist the IMS during graded material. The sponsor is expected to maintain academic and honor standards as appropriate to other U.S. students and to ensure the IMS does the same. Exceptions should only occur at the specific request of the instructor. The above responsibilities are not in order of importance nor all-inclusive and will vary in degree for each IMS. There are many policies applicable to international students, and the sponsor should seek information, or refer the situation to IMSO for resolution.

4. RELATIONSHIP WITH INTERNATIONAL MILITARY STUDENTS

a. Each IMS is an individual; there are national characteristics among them, but most importantly, there are individual personalities. The sponsor should respect the individual's traits – whether religious, national, racial, or personal – and communicate with tolerance. The military sponsor will become one the IMS' closest associations, and as the host, is expected to assist in adjustment. The guest is expected to adjust. The relationship should foster mutual respect, understanding, and exchange of culture.

b. The IMS has matured in a different culture; the sponsor should not expect to change basic beliefs. However, being in the course and in contact with Americans will expose them to new ideas. The sponsor can help them understand the “what” and “why” of their learning, in and out of the classroom. After becoming acquainted, the IMS and sponsor should be able to freely exchange ideas in a sincere, candid manner with mutual consideration of the other's previous experiences.

c. The IMS is expected to be motivated for the course and adhere to all administrative policies. Sponsors are not responsible for the IMS's conduct or successful completion of a course, but the sponsor is expected to explain, encourage, and if possible, motivate the IMS to meet the standards. International students with difficulties should be referred to the academic division chiefs for assistance as appropriate.

d. Sponsors can do much to make the IMS feel welcome by entertaining them personally and facilitation inclusion in class socials. The entertainment need not be burdensome nor costly. Most international students appreciate joining in leisure activities (fishing, picnics, athletics) and visiting with a family. Minimum expense entertaining is preferable as some international students do not have the means to reciprocate as they would like to be able to do. Casual visits or outings, once or twice a month, will certainly serve the purpose. If not an inconvenience, taking the sponsored student to class or other social events will facilitate movement and encourage participation.

e. The sponsor should expand the international student's circle of acquaintances. This can be done by making them feel welcome in groups, introducing him to others, helping him to enter activities, including them in parties, etc.. Arranging for them to join study groups can be of immense value! It need not be the one participated in by the sponsor.

f. A sponsor's interest can be shown by knowledge (and retention) of the IMS and their country. The IMSO will provide some information and more can be obtained directly from the library or other sources. Some IMSs prefer not to discuss certain things. Be sensitive to their reaction on certain subjects (Armed Forces, politics, religion, etc.) and respect their attitude.

g. The purpose of this program is to help the IMS, but not to the detriment of the U.S. student. If sponsors feel they cannot fulfill obligations, then they should contact the IMSO for advice and assistance. There will be situations when it is best to reassign an IMS to a new sponsor.

5. STATUS OF INTERNATIONAL STUDENT:

a. The IMS and families are subject to federal, state and local law, to Army post and school regulations, but not to UCMJ. They are afforded the same basic privileges as U.S. personnel and family members; medical, exchange, commissary, etc.. However, there are differences and queries should be referred to the IMSO.

b. The IMS are assigned to the IMSO which provides all personnel, and most logistical, dependent, and personal support service for them.

c. There are two basic categories of IMS. International Military Education and Training Program (IMET) students, whose tuition has been funded by the U.S. government, and Foreign Military Sales Program (FMS) students, whose tuition has been paid by their own government. The IMET students are given living allowance of \$25 per day. FMS students are totally dependent on their own government for allowances. There is no difference in training or privileges.

d. Any disciplinary problems will be handled by the IMSO through USAARMS chain of command.

6. POLICIES FOR INTERNATIONAL STUDENTS:

a. General: The following policies may benefit the military sponsor. Clarification should be requested at IMSO.

b. Pre-arrival: Students are selected based upon the needs of their countries, future assignments, academic, and English qualifications. Each student is sent an IMSO welcome packet. Some students attend an American language course at the Defense Language Institution, Lackland AFB, Texas, before coming to the Armor School. Some students know well in advance of their attendance, while others receive their notification only days prior to their departure.

c. Arrival:

(1) The IMSO meets all incoming international students, usually at the airport, and quarters them.

(2) Each new student is issued an emergency notification card, Fort Knox Leader's Club membership card (pro-rated by course), and identification card (the dependent ID card).

(3) Family members (spouse and children) receive ID and medical patient's cards, if authorized.

(4) In-processing includes administrative orientation, course enrollment, and the English Comprehension Test (ECL) when applicable.

d. Class Attendance:

(1) Students will attend all training except that conducted on a classified basis. Occasionally, training schedules will not reflect this and departments will make oral changes. extra test time may be allowed for IMSs. Only the Academic Division Chief and Chief of IMSO (in coordination with division chiefs) are authorized to excuse students from scheduled instruction. The class adjutant will report any unexcused absence to the appropriate division chief.

(2) Faculty Advisors: The same system applies to IMS as U.S. personnel.

(3) Academic Standards: Same as for U.S. students (70 percent); however, consideration is given to language difficulties and lack of comparable training experience.

(4) Academic Report: Evaluations are submitted by division chiefs and a report is prepared by IMSO. These are forwarded to U.S. agencies in countries who sent students and usually used by the country in its evaluation of student for future assignments and promotions.

e. Administrative:

(1) Driving and Vehicles: Kentucky recognizes a country's driver's license and a valid out-of-state car registration, driver's license, or car insurance. Cars purchased in Kentucky must have a title of ownership executed (valid car registrations of previous owner may be transferred before registration). Most insurance companies require a Kentucky driver's license (home country license can be exchanged – with a fee, eye test, and written driver's test – for a Kentucky driver's license). Post registration is the same as for U.S. students; license, valid registration, and insurance.

(2) Quarters: Family quarters on post are authorized for courses over 3 months, or students may live off post if they desire. UPH rooms are \$24.50/day to be paid on the 5th of each month.

(3) Pay: U.S. government-sponsored officer students receive \$25/day paid on the 25th of each month at IMSO. Travel and departure pay is computed by Finance and paid at IMSO.

(4) Course Changes: IMSO can enter the student only in those courses cited in the Invitational Travel Order (ITO). Students desiring changes must contact their embassy or home country; the IMSO will advise the student.

(5) Uniforms: Students wear their country's uniform in lieu of Class A or Class B. Students may wear their own duty uniform or BDUs without distinctive U.S. insignia. The IMSO will issue plastic name tags and U.S. rank insignia. Students from Taiwan may only wear BDUs or civilian clothes.

(6) Clubs (FKLC): Officers are given a 3-month honorary membership but do not have charge account privileges. Golf, tennis, swimming, etc. fees are as for U.S.. Other clubs and activities levy regular fees/dues.

(7) Promotions: These are acknowledged in the same manner as for U.S. soldiers. Promotions are usually conducted in class sessions. All are coordinated by the IMSO and the Training Department.

(8) Transportation: IMS are encouraged to make maximum use of the post shuttle. Privately owned vehicles may be purchased if authorized by the student's ITO.

(9) Financial Obligations: Students may rent services (TV, telephone, etc.), bank and take loans, and make purchases as they desire. IMSO provides no personal or official references, except identification, address, and tour length. Other references are the IMS's responsibility. No exceptions to payments or contract terms are to be expected by the IMS.

(10) National Holidays: IMS may be excused from classes in observance of national and/or religious holidays. Questions about whether the IMSs will be excused on their national holiday should be addressed to the training department coordinator, who has approval authority.

(11) Mail: The IMS mail should be delivered to the IMSO Mail Room, Building 2350 and will be available for pickup by the IMS at the IMSO office.

7. DOD INFORMATIONAL PROGRAM:

a. General: The IMSO administers this program to expose the IMS to the institutes, government, beliefs, and traditions of our country and to internationally recognized human rights as they are interpreted and enforced in the United States. The informational program is conducted in accordance with the 12 point program prescribed by AR 12-15 administered through the following events:

- Washington DC tour (6 days) (Advanced Course only)

- Visits to civilian club meetings

- Receptions by CG

- IMS social affairs

- Visits to historical, agricultural, industrial, and educational points of interest.

b. Excusals for Events: The IMSO will coordinate with respective academic divisions to excuse students from instruction for activities in this program.

8. PROBLEM AREAS:

a. Motivation and Attitude: In assisting your IMS, you may feel they are not sufficiently motivated and do not apply themselves to the course. In one respect, this may be expected since they come from a very different culture. They may have recently left a combat zone or their family may still be at home and causing concern. Another problem may be the difficulty of trying to absorb training without really understanding what is being said, or the new experience of being separated from family and culture. As a sponsor, you can be a positive factor in raising morale or improving attitude. Try to motivate the IMSs by helping them to perform in the course on their own. Simple study techniques, inclusion in study groups, explanation of terms, etc., are a means to do this. The sponsor is not a crutch, but should detect reasons for poor performance. These can be discussed with the student or passed on to faculty advisors or the IMSO. A satisfactory adjustment may not materialize but encouragement and assistance should be continuous.

b. Reliance on Sponsor: This may occur in class requirements or in personal affairs. The sponsor should make every effort to help the IMS become self-reliant. It will result in a better relationship and a more enjoyable tour for them. Some students may expect too much assistance from their sponsor. Try to explain to them how they can best attend to these personal problems themselves. The sponsor should be able to advise on:

- Routine and Emergency Sick Call and Dental Procedures (contact IMSO)
- Club Rules and Facilities
- Bus and Taxi Services
- Post recreational Facilities
- Class and School Policies
- Banking, Car Registration, etc.
- Shopping Areas
- PX and Commissary Procedures
- Post Nursery (Child Care)

--and know where to get explanations of these and other procedures.

c. Class Attendance: There is not much a sponsor can do but remind the student of times, places, etc. Chronic offenders will be detected and dealt with by the IMSO. However, the sponsor should ensure the IMS understands short-notice changes and that they check in and out with attendance-takers when they have an excuse.

d. Purchases: The sponsor can assist by explaining payment, deposit, deliveries, terms, etc., of significant purchases. The sponsor should avoid assuming any responsibility for transactions.

e. Serious Problems: Any significant incident, morale problem, unusual behavior, personal or family difficulties of an IMS should be reported to the Chief of IMSO immediately.

SECTION B – HELPFUL HINTS FOR SPOUSES OF MILITARY SPONSORS

Thank you for helping your Spouse sponsor an international student. We hope that you will find your sponsorship rewarding. If your IMS has family with them you can find many ways to assist. Below are some suggestions that we hope will make your being a sponsor easier.

1. **CONTACT:** Try to make contact with the Spouse within a few days after you receive their names. Most likely they will need the assistance of their spouse to talk to you though many speak English.
2. **ENTERTAINING:** If possible, try to see your IMS and family once or twice a month. You need not formally entertain them as they enjoy a variety of activities. Some students and their family members enjoy getting involved with your daily activities. Suggest activities that they could do on their own. Keep in mind that the IMS may not receive much pay; consequently, recommend those activities that are relatively inexpensive.
3. **MEDICAL APPOINTMENTS:** While the IMS is encouraged to take family to the medical facilities on free time, this is sometimes not possible. Try to assist them in this aspect, have them make appointments at your convenience if you can.
4. **COMMISSARY AND PX:** Arrange to take the Spouse to the Commissary and PX with you and explain the procedure we use: showing the ID card, check writing, tipping bag boys, etc. It might be necessary to explain and show our types of food, as in their country the product might be the same but have a different name. Explain types of meat cuts and their preparation.
5. **BABY-SITTING:** Encourage the international family to use the Child Development Center or help them find a suitable baby-sitter, as this sometimes presents problems for them. Give the hours, costs, and outline the regulations for use of the Child Development Center. IMS are subject to the same laws and regulations on leaving children unattended as are U.S. citizens.
6. **GIFTS:** Exchange of gifts will depend entirely on each international student/sponsor relationship. There is a \$140 gift limitation.
7. **REQUESTS FOR UNUSUAL ASSISTANCE:** Loans, illegal purchases or sales, work for family members, illegal or inappropriate authorizations, etc., may be requested. Do not be offensive in a rebuttal, but explain why something is not allowable or refer them to IMSO for further clarification.
8. **INCIDENTS:** Any occurrence of emergency illness, injuries, accidents, unusual behavior, absences, or improper conduct should be reported to the IMSO immediately.

9. SOCIAL EVENTS:

a. There are numerous class social events that the wives can attend. Take your international wives to class and OWC coffees.

b. For social affairs, let the wife know what to wear as many of our terms (formal, semi-formal, casual) might not mean anything to her. They may desire to wear their own country's style of clothing.

10. FOOD AND DRINK: You should be prepared to meet your guest's basic food requirements as indicated by their religious or cultural traditions.

a. Small portions may be most desirable for a visitor to whom our foods are quite strange.

b. Second helpings should be offered more than once. In many countries, it is polite to decline a second helping the first or even the second time it is offered.

c. Conversations while eating are customary elsewhere as they are in the United States.

d. Alcoholic beverages are not acceptable to some nationalities. Soft drinks and fruit juices should also be available.

e. Pork is rarely acceptable to Muslims and Jews.

f. Beef is not acceptable for Hindus and some Buddhists.

g. Lamb, fish, and chicken are generally acceptable to people of the Eastern hemisphere.

h. Rice is a greatly appreciated entrée of meals for many guests.

i. Salads may be unfamiliar and therefore undesirable for some Asians. Europeans enjoy them.

j. Light desserts, such as fruit, cheese, or ice cream are preferred by most nationalities.

11. UNACCOMPANIED STUDENTS: Most international students are married but many are unable to bring their families. As such, they enjoy observing family life and particularly children. Do not hesitate to include them in family activities. If they seem excessively reserved, consider including another international classmate if it might put them more at ease until they are adjusted.

12. NICE THINGS TO DO:

- a. Take wife shopping with you.
- b. Invite the wife to spend the day, or part of the day, with you in your home. Show her your way of doing things. Many of the things that come naturally to us are new to others. You will find that some wives come from homes that have servants and they never had to cope with the daily chores of housekeeping.
- c. Teach her to cook some American dishes and have her teach you to cook some of her native dishes.
- d. Just be a friend to your international student and family. Get to know them and let them get to know you. Encourage them to call you when they have questions or need assistance, but let them know you will not always be available.

13. PROBLEM AREAS: If a problem should arise that you are unable to resolve, please feel free to call IMSO and ask for assistance.

EXPLANATION OF IN-CLASS SPONSOR ROLE

1. **PURPOSE:** To provide the International Military Student guidance on the role of the U.S. military sponsor in integrating the IMS into the course of instruction, the class, and Fort Knox.
2. Military sponsors of IMS are solicited from U.S. classmates and are appointed upon approval of the class instructor and IMSO.
3. The military sponsor incurs certain responsibilities:
 - a. Assist the student in understanding functions and administrative policies of student classes.
 - b. Render assistance in course content relative to understanding of terminology, U.S. doctrine in general, comprehension of instruction, and study methods.
 - c. Integration into class and post social activities.
 - d. Assistance in exposure to post facilities and activities.
 - e. Orientation, discussion, and exposure to the American way of life, institutions, and beliefs as appropriate.
 - f. Represent the United States and the U.S. Army in a dignified, friendly manner.
 - g. Assist in solving problems.
 - h. Provide observations to faculty as requested.
4. The above does not imply that the sponsor should assist the IMS during graded material. The sponsor is expected to maintain academic and honor standards as appropriate to other U.S. students and to ensure the IMS does the same. Exceptions should only occur at the specific request of the instructor.
5. In return the IMS is expected to be motivated for the course and adhere to all administrative policies. Sponsors are **not responsible** for the IMS's conduct or successful completion of a course, but the sponsor is expected to explain, encourage, and if possible, motivate the IMS to meet the standards.
6. The purpose of this program is to help the IMS, but not to the detriment of the U.S. student. If sponsors feel they cannot fulfill the obligations, then they should contact the IMSO for advice and assistance. There will be situations when it is best to reassign and IMS to a new sponsor.

APPENDIX C

GUIDELINES FOR WEARING OF UNIFORMS BY INTERNATIONAL MILITARY STUDENTS

1. DEFINITIONS.

a. Army Blue or Dress Mess equivalent. The IMS most formal uniform. This uniform is usually worn to weddings, formal dinners, and Affairs of State; and consists of a white shirt, bow tie, waist coat or suit length coat, appropriate trousers, and low quarter shoes.

b. Army Green equivalent. This uniform is worn during travel, semiformal receptions, graduation ceremonies, and other official military functions; and consists of long or short sleeved shirt with necktie, appropriate trousers, and low quarter shoes. During the winter months, the uniform includes a suit length coat.

c. Work equivalent. This uniform is normally worn for everyday duties. It may be the same uniform as worn to the field. This uniform consists of fatigue shirt and trousers, belt, buckle, headgear, and combat boots.

2. RESPONSIBILITIES.

a. Director, U.S. Army Armor School. Is responsible for establishing the local policy concerning IMS uniform requirements and composition.

b. Chief of International Military Student Office

(1) Is responsible for enforcing the local policies concerning the IMS wear and composition of uniform.

(2) Will ensure IMS and their In-Class Sponsors understand the uniform policies.

(3) Provide support to IMS needing uniforms.

(4) Provide the Class Leader and In-Class Sponsor with a copy of this appendix.

(5) Provide the Commander with information concerning uniform composition and wear.

c. Class Leader. Will advise the International Military Student Office of uniform violations.

d. In-Class Sponsors. Will advise the Class Leaders and International Military Student Office of uniform violations.

3. PROCEDURES.

a. International Military Uniforms.

(1) The IMSs should wear the climatically similar uniforms of their country. While in this uniform, the IMSs will wear all appropriate items as prescribed by their country's uniform regulations. A black plastic name tag containing the IMS family name, rank, and country will also be issued. This name tag may be worn on the fatigues in lieu of the cloth name/country tapes. The black name tag will be centered and worn immediately above and parallel to the top edge of the right breast pocket. If the IMS country does not have or did not bring an equivalent uniform, they may wear the U.S. fatigue or BDU uniform.

(2) When the IMS wears the Army Blue or Army Green equivalent, they will wear the black plastic name tag. The name tag will be worn above, centered, and parallel to the top edge of the right breast pocket.

b. U.S. Uniforms.

(1) In accordance with AR 12-15, the IMS is authorized to wear certain U.S. uniforms.

(2) Wear of the U.S. uniforms will be in accordance with the following guidelines:

(a) The IMS may wear the black plastic name tag in accordance with paragraph 3a (1) (see annex A).

(b) Headgear must be worn by IMS when outdoors and will be removed when entering any buildings. The IMS will wear everyday headgear when wearing fatigues/BDU. Should the IMS not have headgear appropriate for wear with the duty uniform, they will have to purchase the fatigue/BDU cap.

(c) The IMSs will wear their own country's rank on the U.S. fatigue/BDU uniform. This rank will be worn on the collar or epaulets. Should the IMS need epaulets affixed to the fatigue/BDU uniform, they will pay for the alterations with their own money. To eliminate the confusion created by the different rank insignia, the IMS will wear the rank pocket indicator affixed to the right breast pocket button (see the annex A). The pocket rank indicator will also be worn on the field jacket right breast pocket snap.

(d) Gloves worn with the U.S. uniforms must be solid black without any color design on them. Mittens may not be worn.

(e) Any student having been awarded the Foreign Military Student Badge is authorized to wear same in accordance with his country's regulations while at Fort Knox. The Foreign Military Student Badge will be worn centered on the right breast pocket when possible.

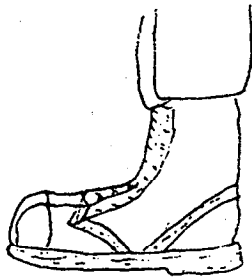
(f) Combat boots will be worn with fatigues/BDU uniforms. The boots will be brush shined with black boot polish, and laced to the top with the excess boot lace tucked into the top of the boot (see annex A). Boots will not have zippers installed in lieu of laces.

(g) Wear of the fatigue/BDU uniform off Fort Knox is not authorized except for travel to and from off post housing to Fort Knox, or for stops to purchase food for that evening meal or gasoline en route to off post housing. During this type of shopping, the uniform must be complete and presentable. Wear of fatigue/BDU for off post extended shopping trips, sit down meals, or entertainment facilities is not authorized.

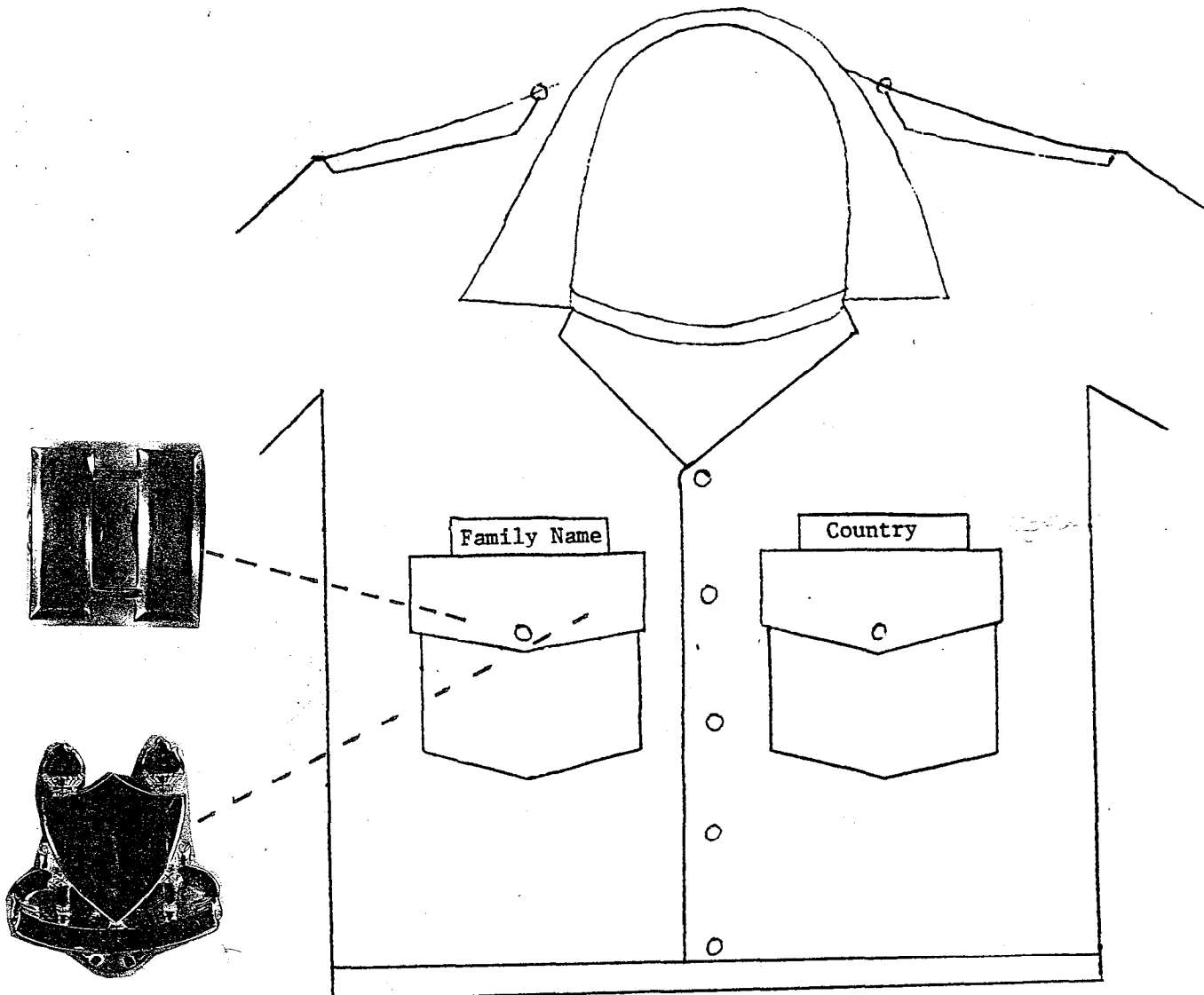
(3) Proper care of the fatigue/BDU uniform will enhance the IMS personal appearance. The fatigue/BDU uniform should be washed in warm water with a cold rinse, using a mild laundry detergent without a bleaching agent. The uniform may be either hung outside to dry or placed in an electric dryer. If the uniform is placed in a dryer, a moderate heat should be used. Once the uniform is dried, it should be immediately hung up to minimize wrinkling. Pressing of the uniform may be necessary if it is excessively wrinkled. To press the uniform, use an iron on a permanent press setting or low heat. The BDU will not be starched.

RANK INSIGNIA WILL BE WORN ON THE
OUTER SIDE OF THE RIGHT POCKET

ARMOR SCHOOL CREST WILL BE WORN ON
THE INSIDE OF THE RIGHT POCKET

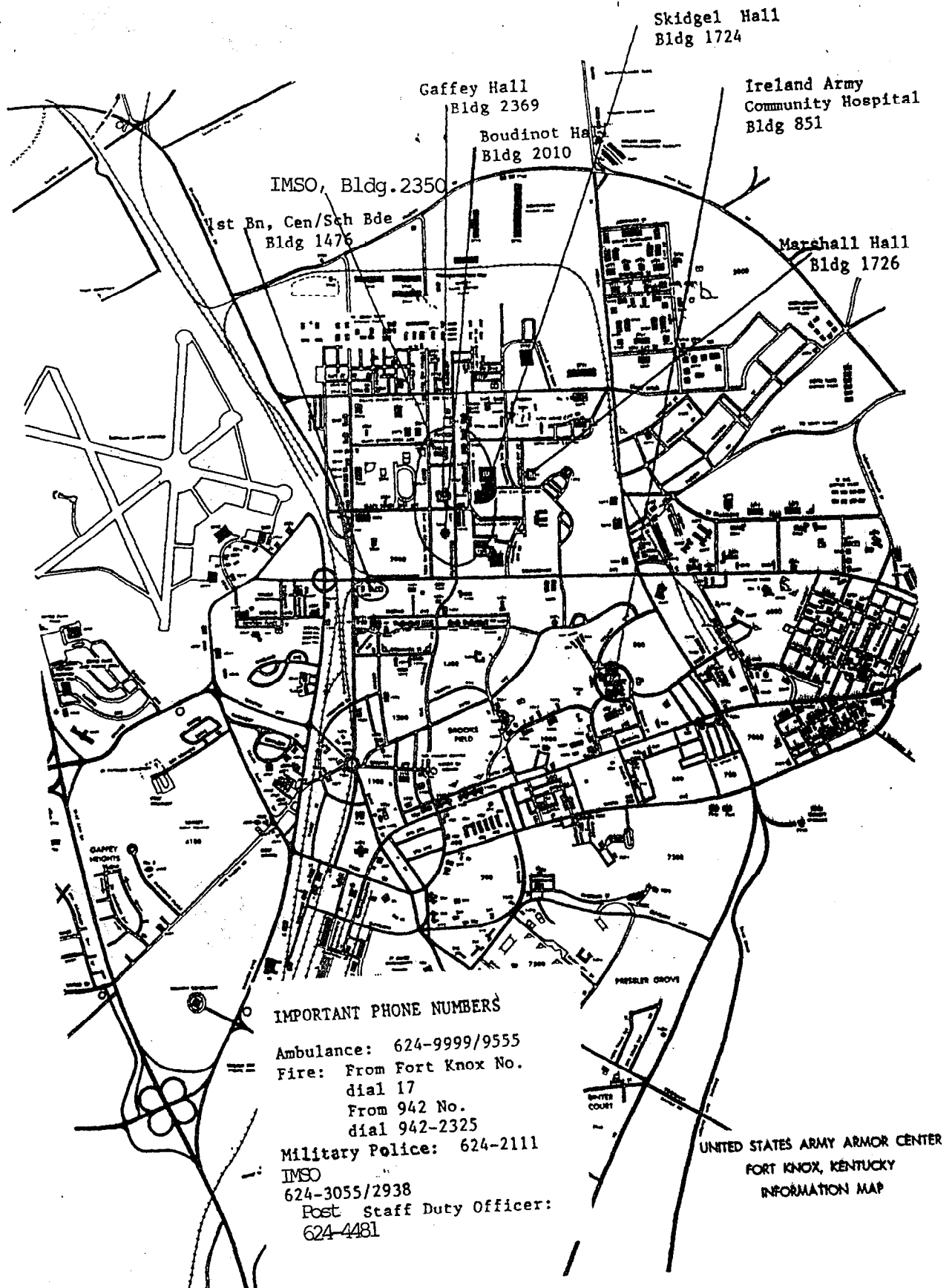


Proper blousing of trouser; laces not
showing. Boots are brushed shined.



APPENDIX D

Fort Knox Pam 550-600



APPENDIX E

IMSO CLEARANCE INSTRUCTIONS INSTALLATION

1. **TRAVEL** – First item to clear for transportation to the airport! Don't forget.
2. **BANK** – Clear account stating no outstanding checks or money owed.
3. **HOUSING** – This is cleared **only** if you lived in family housing.
4. **NEW GARDEN BILLETING OFFICE** – Pay for BOQ. Bldg. #4770 must be cleared if you ever resided in quarters on post.
5. **PROVOST MARSHAL** – Clear POV and/or weapons. If no POV or weapons apply, you still **MUST** clear.
6. **MEDICAL RECORDS** – Pick up your medical records at the hospital, clear this before you go to the Treasurer's Office.
7. **TREASURER'S OFFICE** – At the hospital (Admissions and Dispositions), you need to take records and check for any billing. Clear this after you have cleared your Medical Records.
8. **LIBRARY** – Clear the Armor School Library to return all books/materials you have checked out.
9. **CENTRAL ISSUE FACILITY** – Turn in all equipment issued with class or Small Group. **DO NOT CLEAR ALONE!!** AOAC students do not need to clear.
10. **S-4/UNIT SUPPLY** – Clear any hand receipts you may have. Clear after the Central Issue Facility.
11. **TEXT BOOKS** – Pick up boxes from IMSO. Pack only books received in class. Bring text books to IMSO WITH A COPY OF YOUR ITO in each box. On the inside of the flaps, print your name and address in ENGLISH and in your NATIVE LANGUAGE.
12. **ID CARD, RANK & CREST** – Turn in rank, crest and ID Card including ID Cards of family members and dependents.
13. **ORDERS** – Pick up orders form IMSO on the day you have completed clearing. You will not receive your orders or tickets until you have completed your clearance papers.

Fort Knox Pam 550-600 (1 Feb 00)

14. MAILROOM – Complete the Remarks block on your clearance papers. This must be the address you want your mail forwarded to in your home country. It must be legible and in **ENGLISH**.

15. ACS – Turn in kitchen items (Pots, pans & utensils). All items must be **clean** for turn-in.

INSTALLATION CLEARANCE RECORD		USAARMS, FORT KNOX, KY 40121	
PREPARE IN DUPLICATE (Original to be retained in transfer activity file; duplicate to individual.)			
LAST NAME - FIRST NAME - MIDDLE INITIAL		SOCIAL SECURITY #	GRADE
ORGANIZATION International Military Student Office	DEPARTURE DATE	COUNTRY	
FACILITY	INITIAL	FACILITY	INITIAL
1. TRAVEL COORDINATOR (TRANSPORTATION TO AIRPORT)		10. CENTRAL ISSUE FACILITY - BLDG 6568	
2. LOCAL FINANCIAL INSTITUTION (YOUR BANK)		11. UNIT/CLASS SUPPLY	
3. HOUSING OFFICE - BLDG 1383 (IF YOU LIVED IN GOVT QUARTERS)		12. RETAINABLE INSTRUCTIONAL MATERIAL - (RIM) (TEXT BOOKS) - IMSO	
4. NEW GARDEN BILLETING OFFICE - BLDG 4770 (IF YOU LIVED IN BOQ/BEQ)		13. ID CARD, RANK & CREST IMSO	
5. PROVOST MARSHAL (CAR, WEAPONS) - BLDG 204		14. ORDERS (ITO's) FOR CHANGE OF STATION - IMSO	
6. ENLISTED/OFFICER CLUB - BLDG 2723/1118		15. MAILROOM - IMSO	
7. MEDICAL RECORDS HOSPITAL - BLDG 851		16. POST OFFICE - CHANGE OF ADDRESS CARD (IF YOU LIVED IN GOVT QTRS) USE: C/O C, IMSO, BLDG 2350	
8. TREASURER'S OFFICE HOSPITAL - BLDG 851		17. ARMY COMMUNITY SERVICE - LOAN CLOSET - BLDG 77	
9. LIBRARY (HARRIS HALL) - BLDG 2368		18. FOREIGN MILITARY STUDENT BADGE (FMSB)	
REMARKS: PROVIDE YOU COUNTRY HOME ADDRESS IN ENGLISH			
DATE/SIGN (STU)			
DATE/SIGN (IMSO)			
ATTN STUDENTS: YOU <u>MUST</u> SEE TRAVEL COORDINATOR FIRST IF YOU PLAN TO USE IMSO'S VAN FOR TRANSPORTATION TO THE AIRPORT			